

### About Purchase Orders:

A purchase order (PO) is a document an agency uses to execute a purchase transaction with a contractor (vendor). Cardinal tracks VDOT vendor payments for goods and services against a PO. You can create POs from a strategic sourcing event, contract, requisition, or ad-hoc. Cardinal sends POs electronically to eVA. eVA sends a confirming order to the vendor.

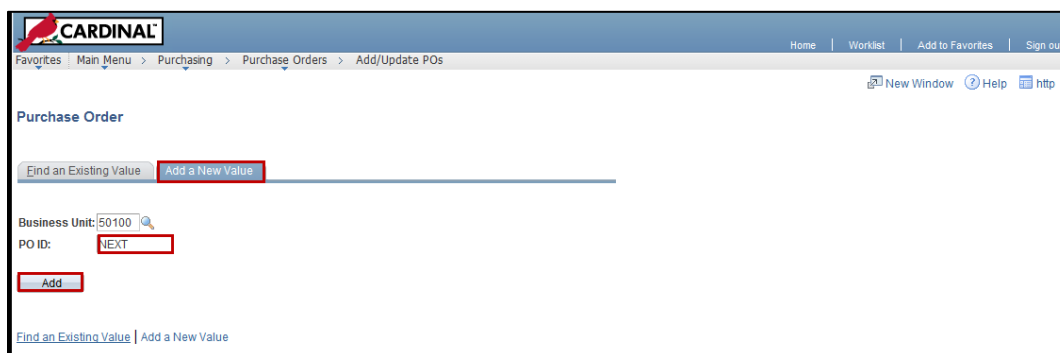
For more information on how to create, maintain, modify (change orders), reconcile / close, and review POs please refer to the course titled **501 PR344 Processing POs**.

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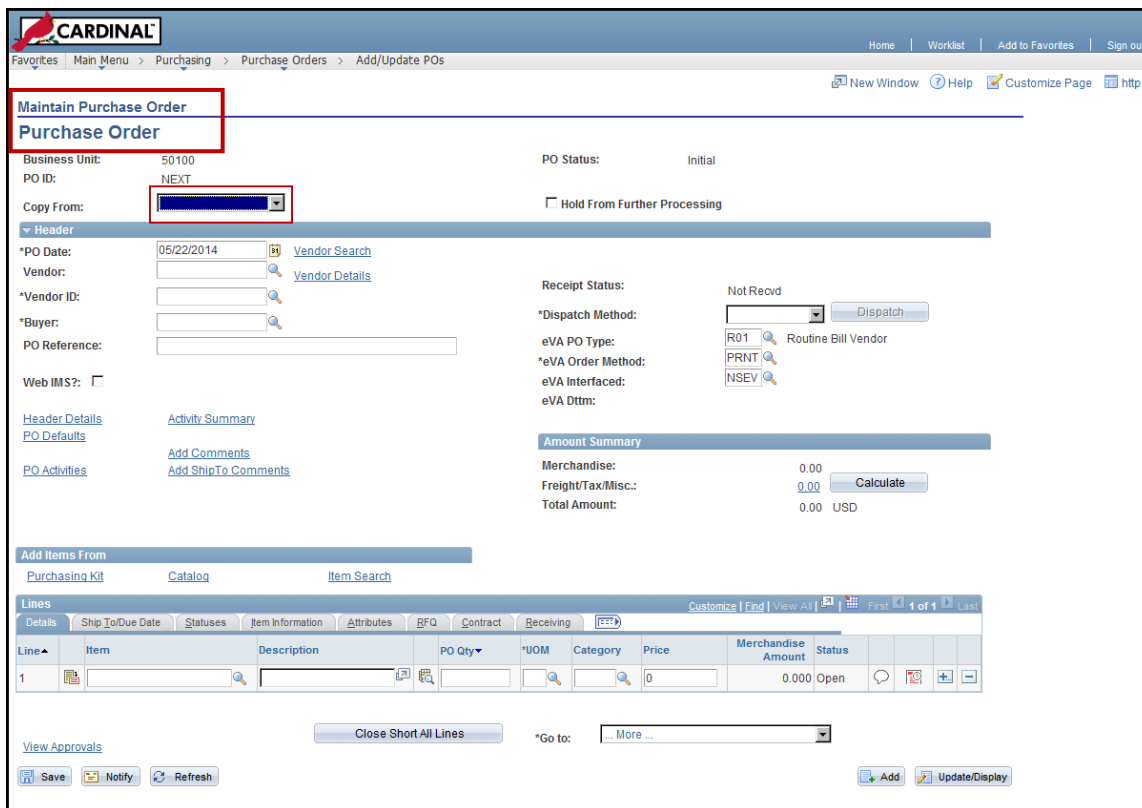
### Create a New PO (Beginning Steps for All POs):

- 1 Navigate: **Main Menu > Purchasing > Purchase Orders > Add/Update POs**



- 2 Select the **Add a New Value** tab:
  - a. **Business Unit = 50100**
  - b. **PO ID = NEXT** and should not be changed. Cardinal assigns a **PO ID** number when you successfully save the PO.
- 3 Click **Add**. The **Maintain Purchase Order – Purchase Order** page will display.

### Create a PO (All Items) from a Contract:



**Maintain Purchase Order**  
**Purchase Order**

Business Unit: 50100 PO Status: Initial  
PO ID: NEXT  
Copy From: **NEXT** ☐ Hold From Further Processing

**Header**

\*PO Date: 05/22/2014 Vendor Search  
Vendor: Vendor Details  
\*Vendor ID:  
\*Buyer:  
PO Reference:  
Web IMS?: ☐

Receipt Status: Not Recvd  
\*Dispatch Method: Dispatch  
eVA PO Type: R01 Routine Bill Vendor  
\*eVA Order Method: PRNT  
eVA Interfaced: NSEV  
eVA Dttm:

**Amount Summary**

Merchandise: 0.00  
Freight/Tax/Misc.: 0.00 Calculate  
Total Amount: 0.00 USD

**Add Items From**  
Purchasing Kit Catalog Item Search

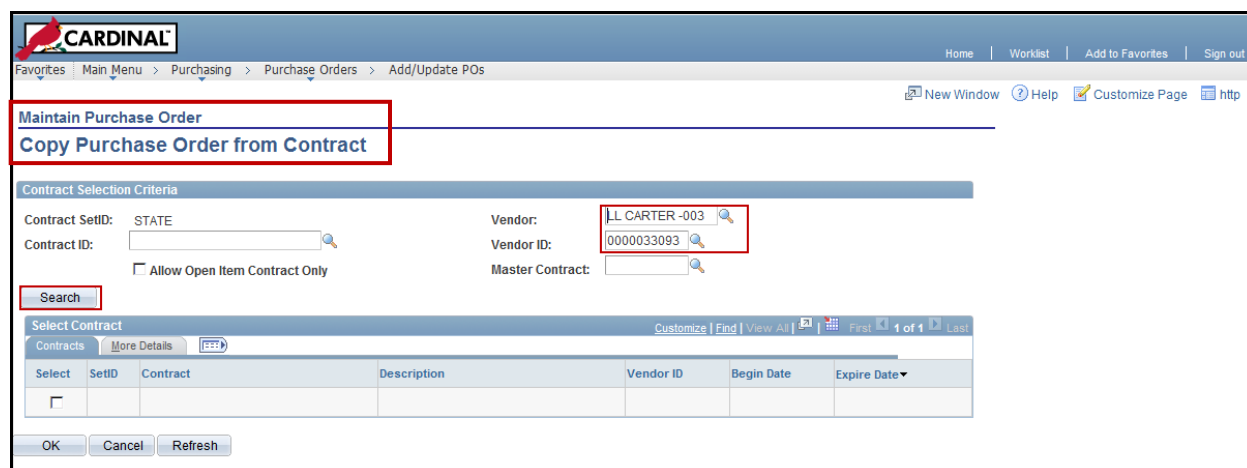
**Lines**

| Line | Item | Description | PO Qty | UOM | Category | Price | Merchandise Amount | Status |
|------|------|-------------|--------|-----|----------|-------|--------------------|--------|
| 1    |      |             |        |     |          | 0     | 0.000              | Open   |

View Approvals Close Short All Lines \*Go to: More ...

Save Notify Refresh Add Update/Display

- 1 Follow steps 1-3 from above.
- 2 Click the **Copy From** drop down arrow and select **Contract**. The **Copy Purchase Order from Contract** page will display.



**Maintain Purchase Order**  
**Copy Purchase Order from Contract**

**Contract Selection Criteria**

Contract SetID: STATE Vendor: L. CARTER -003  
Contract ID: Vendor ID: 0000033093  
☐ Allow Open Item Contract Only Master Contract:

**Search**

**Select Contract**

| Select                   | SetID | Contract | Description | Vendor ID | Begin Date | Expire Date |
|--------------------------|-------|----------|-------------|-----------|------------|-------------|
| <input type="checkbox"/> |       |          |             |           |            |             |

OK Cancel Refresh

- 3 Enter the **Vendor** or **Vendor ID**. You can use the magnifying glass icons to search.
- 4 Click **Search** to initiate the search for contracts related to the selected vendor.

**Maintain Purchase Order**

### Copy Purchase Order from Contract

---

**Contract Selection Criteria**

|  |  |
|--|--|
| Contract SetID: STATE<br><br>Contract ID: <input type="text"/><br><br><input type="checkbox"/> Allow Open Item Contract Only | Vendor: LL CARTER -003<br><br>Vendor ID: 0000033093<br><br>Master Contract: <input type="text"/> |
|--|--|

[Search]

Select Contract [Customize] [Find] [View All] [Print] [Page Info: 1-10 of 70 Last]

| Select                              | SetID | Contract                     | Description                    | Vendor ID  | Begin Date | Expire Date ▼ |
|-------------------------------------|-------|------------------------------|--------------------------------|------------|------------|---------------|
| <input type="checkbox"/>            | STATE | 0000000000000000000000041916 | Snow Removal Services          | 0000033093 | 08/22/2013 | 07/01/2017    |
| <input checked="" type="checkbox"/> | STATE | 0000000000000000000000042566 | Stone                          | 0000033093 | 04/19/2014 | 04/18/2015    |
| <input type="checkbox"/>            | STATE | 0000000000000000000000042110 | Stone                          | 0000033093 | 10/28/2013 | 10/27/2014    |
| <input type="checkbox"/>            | STATE | 0000000000000000000000042563 | Stone                          | 0000033093 | 04/09/2014 | 10/08/2014    |
| <input type="checkbox"/>            | STATE | 0000000000000000000000041951 | Sand - Fredericksburg District | 0000033093 | 08/30/2013 | 08/31/2014    |
| <input type="checkbox"/>            | STATE | 0000000000000000000000041945 | NOVA Sand                      | 0000033093 | 08/29/2013 | 08/31/2014    |
| <input type="checkbox"/>            | STATE | 0000000000000000000000042392 | Stone                          | 0000033093 | 02/21/2014 | 08/20/2014    |
| <input type="checkbox"/>            | STATE | 0000000000000000000000041816 | Stone                          | 0000033093 | 07/19/2013 | 07/18/2014    |
| <input type="checkbox"/>            | STATE | 0000000000000000000000041826 | Stone                          | 0000033093 | 08/01/2013 | 07/14/2014    |
| <input type="checkbox"/>            | STATE | 0000000000000000000000041808 | Stone                          | 0000033093 | 07/15/2013 | 07/14/2014    |

[OK] Cancel Refresh

- 5 All contracts for the selected vendor display as shown.
- 6 Click on the **Select** box to the left of the desired **Contract** to copy from this contract.
- 7 Click **OK**. The **Purchase Order** page with all contract items copied in will be displayed.

## Purchase Order

**Business Unit:** 50100  
**PO ID:** NEXT  
**Copy From:** [Dropdown]

**PO Status:** Open

☐ Hold From Further Processing

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**\*Header**

**\*PO Date:** 05/22/2014 [Vendor Search](#)  
**Vendor:** LL CARTER -003 [Vendor Details](#)  
**\*Vendor ID:** 0000033093 LL Carter & Son Inc.  
**\*Buyer:** CAROLINE.HUDGIN Hudgins, Caroline S. (VDOT)  
**PO Reference:** Stone

**Web IMS?:** ☐

[Header Details](#)    [Activity Summary](#)  
[PO Defaults](#)  
[PO Activities](#)    [Add ShipTo Comments](#)

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**Receipt Status:** Not Rec'd  
**\*Dispatch Method:** Print Dispatch   
**eVA PO Type:** R01 Routine Bill Vendor  
**\*eVA Order Method:** PRNT   
**eVA Interfaced:** NSEV   
**eVA Dttm:**

---

**Amount Summary**

|                           |          |  |
|---------------------------|----------|--|
| <b>Merchandise:</b>       | 0.00     |  |
| <b>Freight/Tax/Misc.:</b> | 0.00     |  |
| <b>Total Amount:</b>      | 0.00 USD |  |

---

**Add Items From**

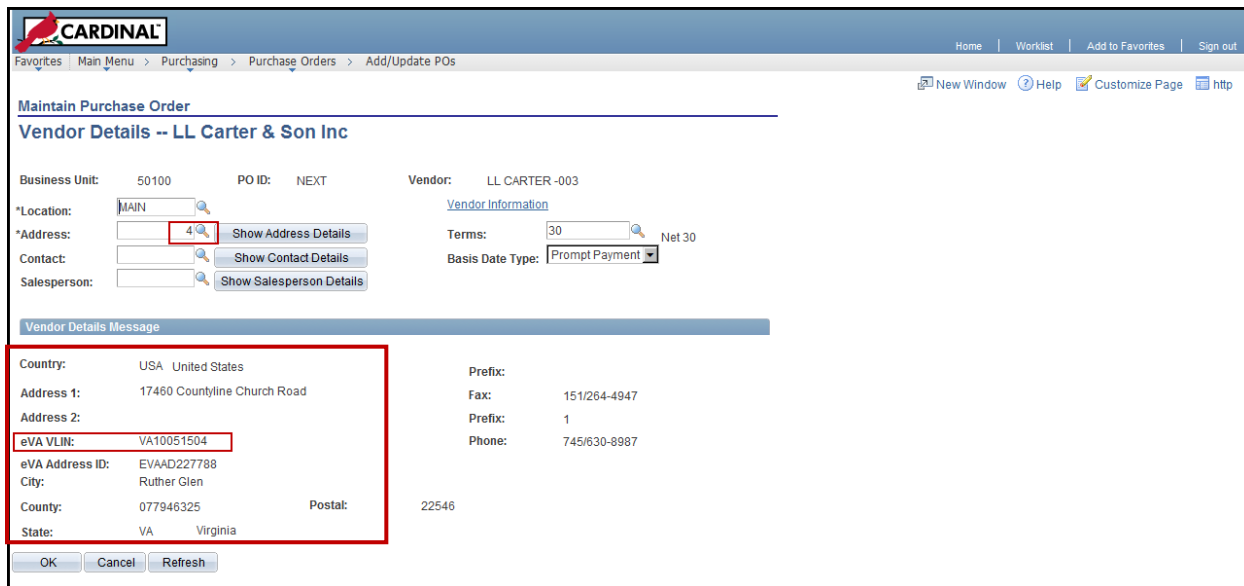
[Purchasing Kit](#)    [Catalog](#)    [Item Search](#)

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**Lines**    Customize | Find | View All | First 1-4 of 4 Last

| Details | Ship To/Due Date | Statuses           | Item Information | Attributes | B/FQ     | Contract | Receiving          | [PDF]  |  |  |  |  |
|---------|------------------|--------------------|------------------|------------|----------|----------|--------------------|--------|--|--|--|--|
| Line▲   | Item             | Description        | PO Qty▼          | *UOM       | Category | Price    | Merchandise Amount | Status |  |  |  |  |
| 1       | 7503518200       | AGGREGATE BASE,    |                  | LTN        | 7503518  | 0        | 0.00               | Open   |  |  |  |  |
| 2       | 7503532045       | STONE NO. 8, STONE |                  | LTN        | 7503532  | 0        | 0.00               | Open   |  |  |  |  |
| 3       | 7503518200       | AGGREGATE BASE,    |                  | LTN        | 7503518  | 0        | 0.00               | Open   |  |  |  |  |
| 4       | 7503551310       | STONE RIP RAP      |                  | LTN        | 7503551  | 0        | 0.00               | Open   |  |  |  |  |

- 8** Click on **Vendor Details** hyperlink to verify the vendor address for the purchase order.



**Maintain Purchase Order**  
**Vendor Details -- LL Carter & Son Inc**

Business Unit: 50100 PO ID: NEXT Vendor: LL CARTER -003

\*Location: MAIN [Show Address Details](#)

\*Address: 4 [Show Address Details](#)

Contact: [Show Contact Details](#)

Salesperson: [Show Salesperson Details](#)

Vendor Information

Terms: 30 Net 30

Basis Date Type: Prompt Payment

**Vendor Details Message**

Country: USA United States

Address 1: 17460 Countyline Church Road

Address 2:

eVA VLIN: VA10051504

eVA Address ID: EVAAD227788

City: Ruther Glen

County: 077946325 Postal: 22546

State: VA Virginia

Prefix:

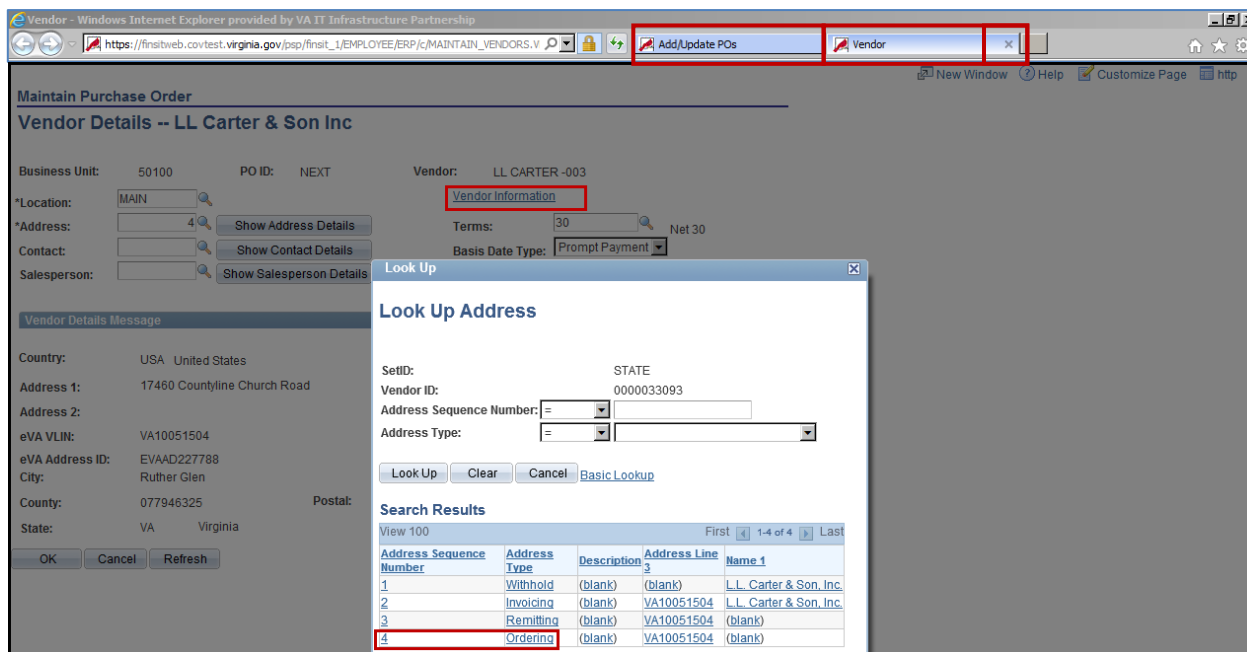
Fax: 151/264-4947

Prefix: 1

Phone: 745/630-8987

OK Cancel Refresh

- 9 The default order address is displayed.
- 10 The eVA Vendor Location ID # (known as **VLIN**), related to the chosen address, is also displayed.
- 11 To select a different address, click on the **Look up Address** magnifying glass icon.



**Maintain Purchase Order**  
**Vendor Details -- LL Carter & Son Inc**

Business Unit: 50100 PO ID: NEXT Vendor: LL CARTER -003

\*Location: MAIN [Show Address Details](#)

\*Address: 4 [Show Address Details](#)

Contact: [Show Contact Details](#)

Salesperson: [Show Salesperson Details](#)

Vendor Information

Terms: 30 Net 30

Basis Date Type: Prompt Payment

**Look Up Address**

SetID: STATE

Vendor ID: 0000033093

Address Sequence Number: =

Address Type: =

Look Up Clear Cancel Basic Lookup

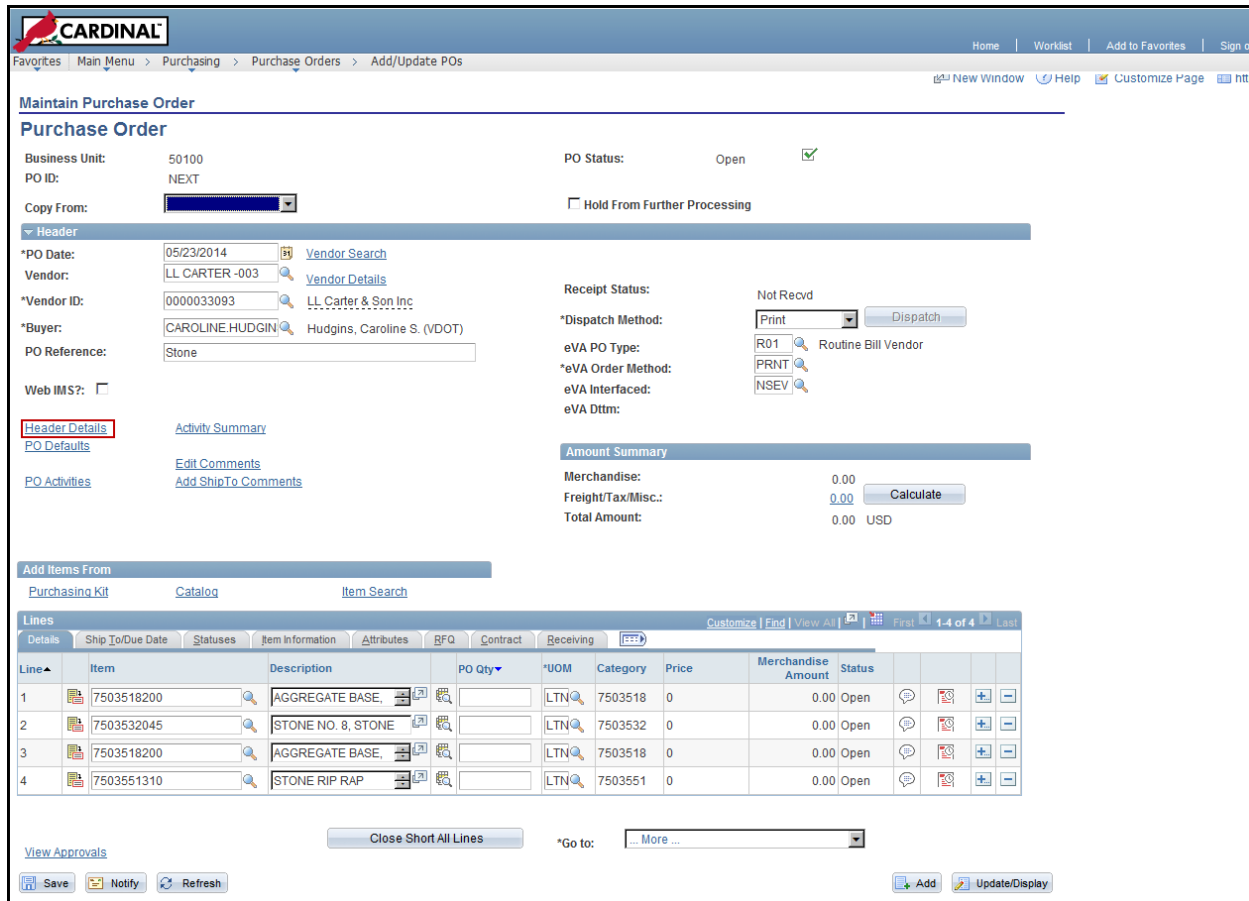
**Search Results**

View 100 First 1-4 of 4 Last

| Address Sequence Number | Address Type | Description | Address Line 3 | Name 1                |
|-------------------------|--------------|-------------|----------------|-----------------------|
| 1                       | Withhold     | (blank)     | (blank)        | LL Carter & Son, Inc. |
| 2                       | Invoicing    | (blank)     | VA10051504     | LL Carter & Son, Inc. |
| 3                       | Remitting    | (blank)     | VA10051504     | (blank)               |
| 4                       | Ordering     | (blank)     | VA10051504     | (blank)               |

- 12 Click on the **Address Sequence Number** related to the address you wish to select.
- 13 On the **Vendor Details -- XXX** page be sure to click **OK** once you have made your changes. The page will close and you will be back on the **Purchase Order** page.

- 14 However, if you need additional vendor details, click on **Vendor Information** hyperlink. A new internet browser window, titled **Vendor**, opens. The **Identifying Information** tab will display. You may navigate back and forth between windows. For more details refer to the Helpful Hints section of this job aid.
- 15 After reviewing the additional vendor details close the **Vendor** internet browser tab by clicking on the **X**.
- 16 Select the internet browser tab **Add/Update POs** window which displays the **Vendor Details – XXXXX** page. If you previously made changes on the **Vendor Details – XXXXX** page and have not yet clicked **OK** to save the changes, be sure to click **OK** now. You will return to the **Maintain Purchase Order - Purchase**



**Maintain Purchase Order**

**Purchase Order**

Business Unit: 50100 PO Status: Open ☒

PO ID: NEXT

Copy From:

☐ Hold From Further Processing

**Header**

\*PO Date: 05/23/2014 [Vendor Search](#)

Vendor: LL CARTER -003 [Vendor Details](#)

\*Vendor ID: 0000033093 LL Carter & Son Inc

\*Buyer: CAROLINE HUDGIN Hudgins, Caroline S. (VDOT)

PO Reference: Stone

Receipt Status: Not Recvd

\*Dispatch Method:  [Print](#) [Dispatch](#)

eVA PO Type: R01 Routine Bill Vendor

\*eVA Order Method: PRINT

eVA Interfaced: NSEV

eVA Dttm:

Web IMS?: ☐

[Header Details](#) [Activity Summary](#)

[PO Defaults](#) [Edit Comments](#)

[PO Activities](#) [Add ShipTo Comments](#)

**Amount Summary**

Merchandise: 0.00

Freight/Tax/Misc.: 0.00 [Calculate](#)

Total Amount: 0.00 USD

**Add Items From**

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

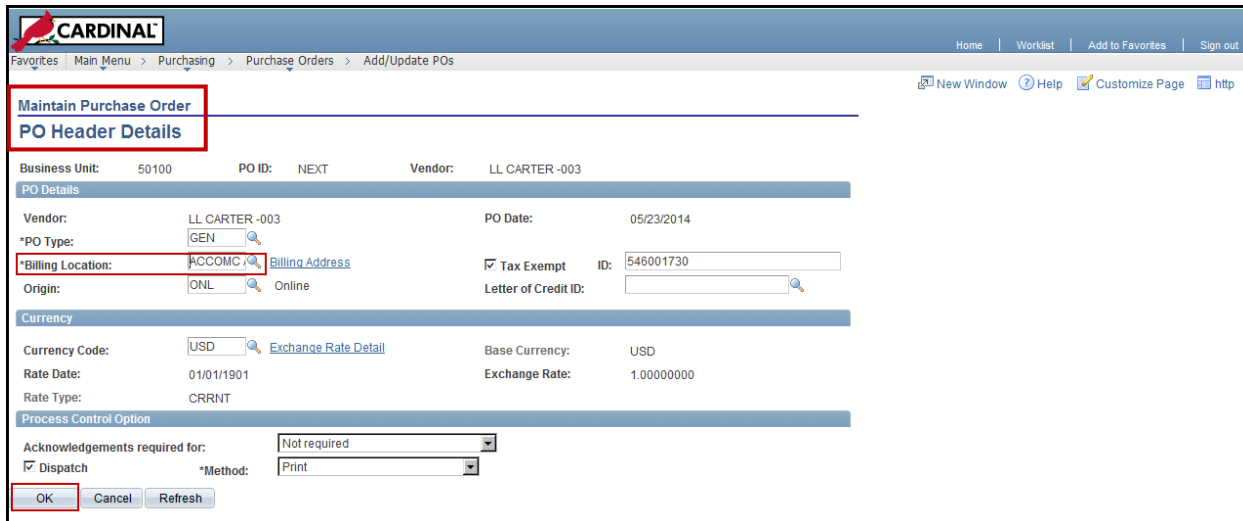
**Lines**

| Line | Item       | Description        | PO Qty | *UOM | Category | Price | Merchandise Amount | Status |
|------|------------|--------------------|--------|------|----------|-------|--------------------|--------|
| 1    | 7503518200 | AGGREGATE BASE     |        | LTN  | 7503518  | 0     | 0.00               | Open   |
| 2    | 7503532045 | STONE NO. 8, STONE |        | LTN  | 7503532  | 0     | 0.00               | Open   |
| 3    | 7503518200 | AGGREGATE BASE     |        | LTN  | 7503518  | 0     | 0.00               | Open   |
| 4    | 7503551310 | STONE RIP RAP      |        | LTN  | 7503551  | 0     | 0.00               | Open   |

[View Approvals](#) [Close Short All Lines](#) \*Go to:

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

- 17 Click on **Header Details** hyperlink.



**Maintain Purchase Order**  
**PO Header Details**

Business Unit: 50100 PO ID: NEXT Vendor: LL CARTER -003

**PO Details**

Vendor: LL CARTER -003 PO Date: 05/23/2014  
 \*PO Type: GEN  
 \*Billing Location: ACCOMC [Billing Address](#)  
 Origin: ONL Online ☒ Tax Exempt ID: 546001730  
 Letter of Credit ID:

**Currency**

Currency Code: USD [Exchange Rate Detail](#) Base Currency: USD  
 Rate Date: 01/01/1901 Exchange Rate: 1.00000000  
 Rate Type: CRRNT

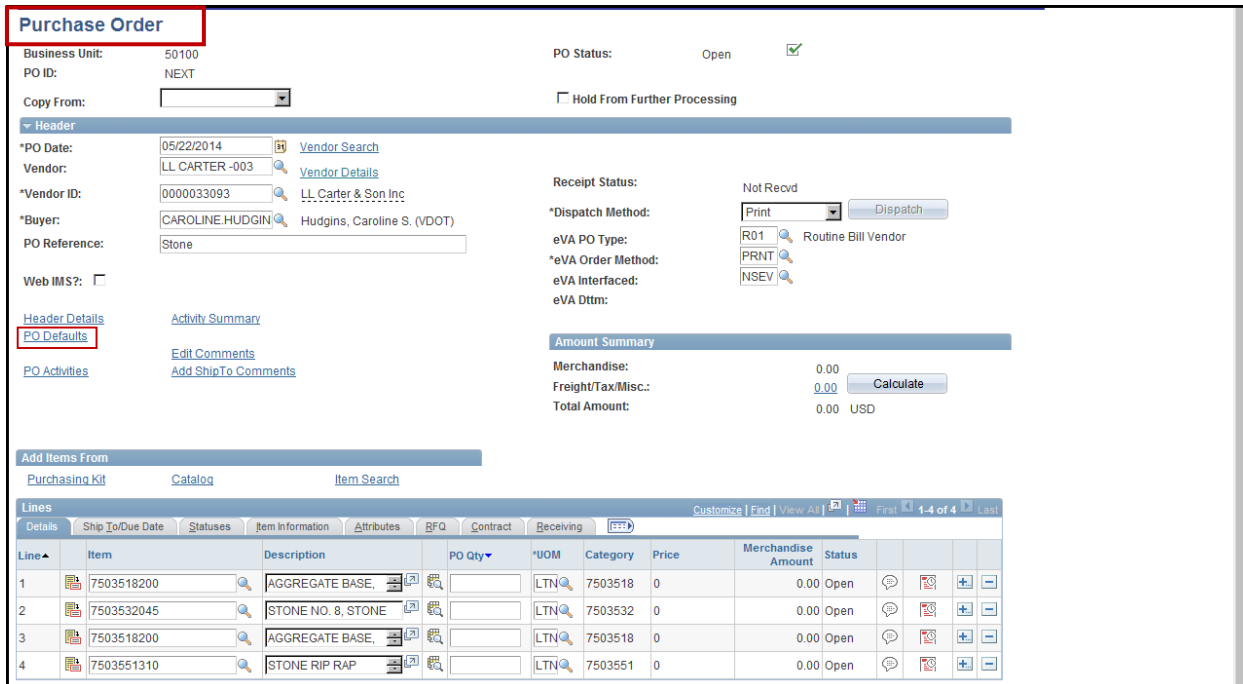
**Process Control Option**

Acknowledgements required for: Not required  
☒ Dispatch \*Method: Print

OK Cancel Refresh

**18** Click the **Look up Billing Location** magnifying glass icon and select the **Location Code** for your **Billing Location**.

**19** Click **OK**. The **Maintain Purchase Order – Purchase Order** page will display.



**Purchase Order**

Business Unit: 50100 PO Status: Open ☒  
 PO ID: NEXT  
 Copy From:  ☐ Hold From Further Processing

**Header**

\*PO Date: 05/22/2014 [Vendor Search](#)  
 Vendor: LL CARTER -003 [Vendor Details](#)  
 \*Vendor ID: 0000033093 LL Carter & Son Inc  
 \*Buyer: CAROLINE HUDGIN Hudgins, Caroline S. (VDOT)  
 PO Reference: Stone  
 Web IMS?: ☐

**Receipt Status:** Not Recvd  
 \*Dispatch Method: Print [Dispatch](#)  
 eVA PO Type: R01 [Routine Bill Vendor](#)  
 \*eVA Order Method: PRNT  
 eVA Interfaced: NSEV  
 eVA Dttm:

**Amount Summary**

Merchandise: 0.00  
 Freight/Tax/Misc.: 0.00 [Calculate](#)  
 Total Amount: 0.00 USD

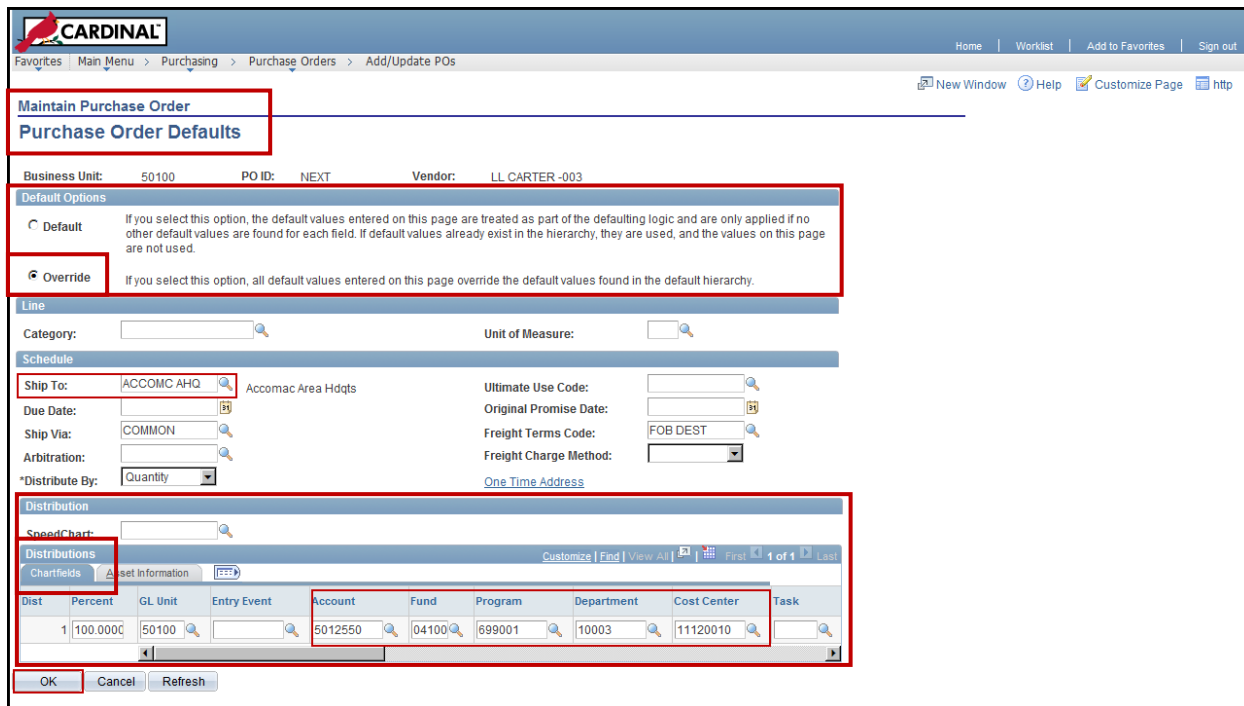
**PO Defaults** [Activity Summary](#) [Edit Comments](#) [Add ShipTo Comments](#)

**Add Items From**  
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

**Lines**

| Line | Item       | Description        | PO Qty | *UOM | Category | Price | Merchandise Amount | Status |
|------|------------|--------------------|--------|------|----------|-------|--------------------|--------|
| 1    | 7503518200 | AGGREGATE BASE     |        | LTN  | 7503518  | 0     | 0.00               | Open   |
| 2    | 7503532045 | STONE NO. 8, STONE |        | LTN  | 7503532  | 0     | 0.00               | Open   |
| 3    | 7503518200 | AGGREGATE BASE     |        | LTN  | 7503518  | 0     | 0.00               | Open   |
| 4    | 7503551310 | STONE RIP RAP      |        | LTN  | 7503551  | 0     | 0.00               | Open   |

**20** Click on **PO Defaults** hyperlink to make global changes to the header and accounting distribution field values for all lines. The **Maintain Purchase Order – Purchase Order Defaults** page displays.



**Maintain Purchase Order**

**Purchase Order Defaults**

Business Unit: 50100 PO ID: NEXT Vendor: LL CARTER -003

**Default Options**

☐ Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

☒ Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Line**

Category:  Unit of Measure:

**Schedule**

Ship To:  ACCOMAC AHQ Ultimate Use Code:

Due Date:  Original Promise Date:

Ship Via:  COMMON Freight Terms Code:

Arbitration:  Freight Charge Method:

\*Distribute By:  Quantity One Time Address

**Distribution**

SpeedChart:

**Distributions**

Chartfields:

| Dist | Percent  | GL Unit | Entry Event | Account | Fund  | Program | Department | Cost Center | Task |
|------|----------|---------|-------------|---------|-------|---------|------------|-------------|------|
| 1    | 100.0000 | 50100   |             | 5012550 | 04100 | 699001  | 10003      | 11120010    |      |

OK Cancel Refresh

- 21 In the **Default Options** section select **Override** to ensure that all distribution lines are updated with the information you enter next.
- 22 Using the **Look up Ship To** magnifying glass icon select the required **Ship To Location**.
- 23 In the **Distributions** section, on the **Chartfields** tab, enter the accounting distribution you wish to be applied to all distribution lines. If each distribution line will be different, you will use a different process which is documented later.
- 24 Click **OK**. The **Retrofit** field changes to “all” existing PO lines/schedules/distributions..... page will display.

**Maintain Purchase Order**  
Retrofit field changes to "all" existing PO lines/schedules/distributions.....

Business Unit: 50100 PO ID: NEXT Vendor: LL CARTER -003

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.  
For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.  
Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.  
Select 'Apply to All Distribs' to apply changes to all distribution lines on the PO.

| Apply                               | Distrib Line | Field Name         | Field Value | Apply to All Distribs               |
|-------------------------------------|--------------|--------------------|-------------|-------------------------------------|
| <input checked="" type="checkbox"/> |              | Ship To            | ACCOMC AHQ  |                                     |
| <input checked="" type="checkbox"/> |              | Ship Via           | COMMON      |                                     |
| <input checked="" type="checkbox"/> |              | Freight Terms Code | FOB DEST    |                                     |
| <input type="checkbox"/>            | 1            | Pct                | 100         |                                     |
| <input type="checkbox"/>            | 1            | GL Unit            | 50100       | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | 1            | Account            | 5012550     | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | 1            | Fund               | 04100       | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | 1            | Program            | 699001      | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | 1            | Department         | 10003       | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | 1            | Cost Center        | 11120010    | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | 1            | Location           | CNTRL OF2   | <input checked="" type="checkbox"/> |

☒ Select All ☐ Clear All

OK Cancel Refresh

**25** To the left of the header field values you are updating select / click the checkboxes, **Apply**.

**26** To the right of the accounting Chartfield values select / click the checkboxes, **Apply to All Distribs**, to ensure all the accounting distribution lines are updated with the new values from the prior page. Do not select the checkbox to the left of the **Field Name Pct**.

**27** Click **OK**. The **Purchase Order** page will display.

**Purchase Order**

Business Unit: 50100 PO Status: Open ☒  
PO ID: NEXT  
Copy From:  ☐ Hold From Further Processing

**Header**

\*PO Date: 05/22/2014 Vendor Search  
Vendor: LL CARTER -003 Vendor Details  
\*Vendor ID: 0000033093 LL Carter & Son Inc  
\*Buyer: CAROLINE HUDGIN Hudgins, Caroline S. (VDOT)  
PO Reference: Stone

Web IMS?: ☐

Header Details Activity Summary  
PO Defaults Edit Comments  
PO Activities Add Ship To Comments

Receipt Status: Not Rec'd  
\*Dispatch Method: Print Dispatch  
eVA PO Type: R01 Routine Bill Vendor  
\*eVA Order Method: PRINT  
eVA Interfaced: NSEV  
eVA Dttm:

**Amount Summary**

Merchandise: 13,513.00  
Freight/Tax/Misc.: 0.00 Calculate  
Total Amount: 13,513.00 USD

Add Items From: Purchasing Kit Catalog Item Search

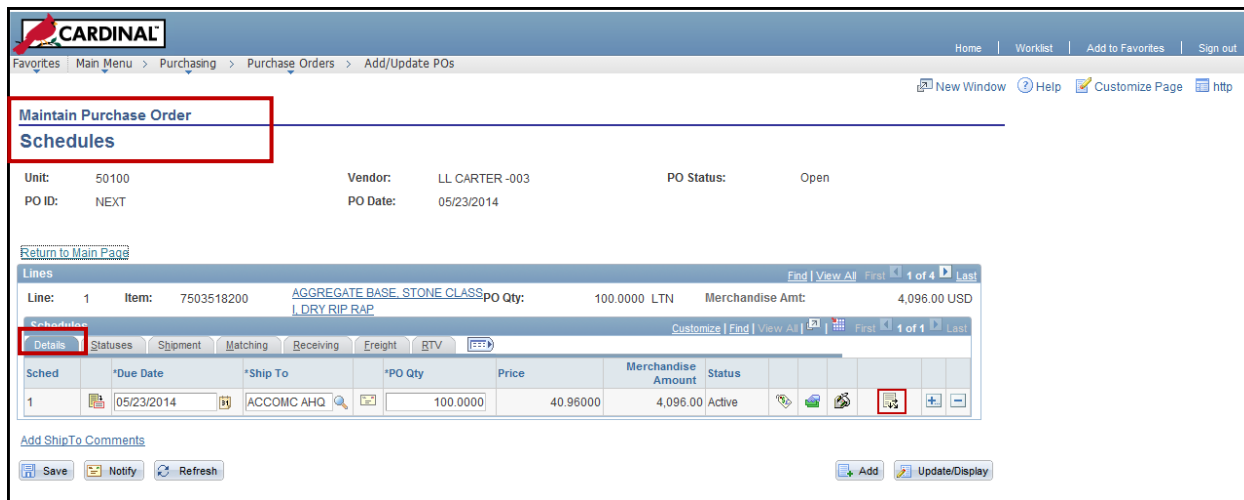
**Lines**

| Line | Item       | Description        | PO Qty   | UOM | Category | Price    | Merchandise Amount | Status | Details | Schedule |
|------|------------|--------------------|----------|-----|----------|----------|--------------------|--------|---------|----------|
| 1    | 7503518200 | AGGREGATE BASE     | 100.0000 | LTN | 7503518  | 40.96000 | 4,096.00           | Open   |         |          |
| 2    | 7503532045 | STONE NO. 8, STONE | 100.0000 | LTN | 7503532  | 24.67000 | 2,467.00           | Open   |         |          |
| 3    | 7503518200 | AGGREGATE BASE     | 100.0000 | LTN | 7503518  | 34.75000 | 3,475.00           | Open   |         |          |
| 4    | 7503551310 | STONE RIP RAP      | 100.0000 | LTN | 7503551  | 34.75000 | 3,475.00           | Open   |         |          |

**28** Enter the PO quantity (**PO Qty**) for each line.

**29** To enter a different accounting distribution for a line, from the **Details** tab click on the **Schedule** icon on the desired line. The **Schedules** page for that line will display.





**Maintain Purchase Order Schedules**

Unit: 50100 Vendor: LL CARTER -003 PO Status: Open  
 PO ID: NEXT PO Date: 05/23/2014

[Return to Main Page](#)

Lines: 1 Item: 7503518200 AGGREGATE BASE STONE CLASS I DRY RIP RAP PO Qty: 100.0000 LTN Merchandise Amt: 4,096.00 USD

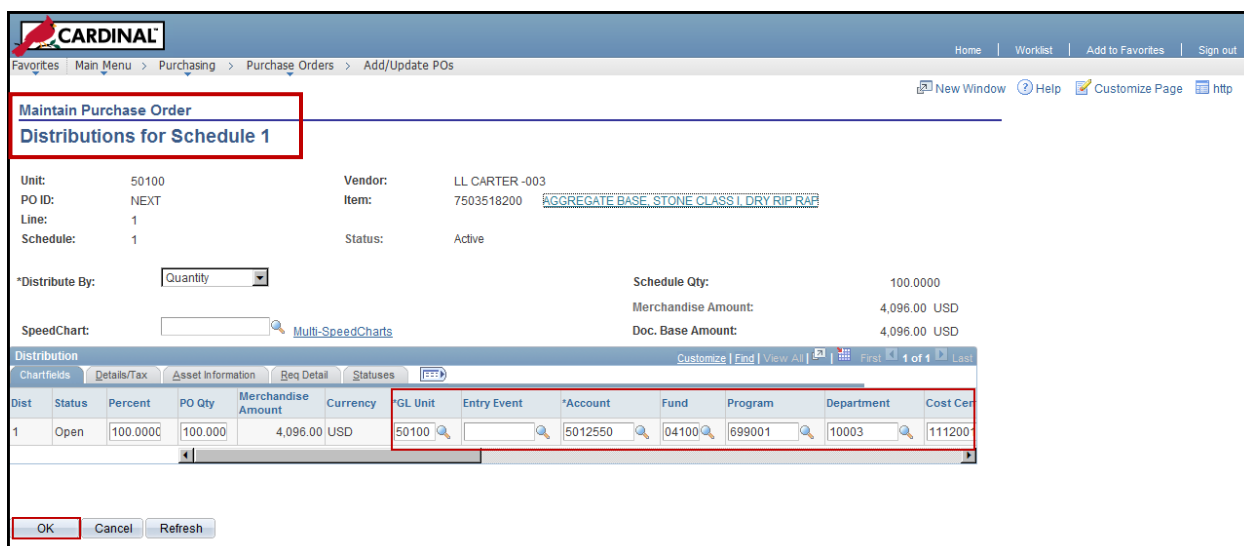
**Details** | Schedules | Shipment | Matching | Receiving | Freight | RTV | EST

| Sched | *Due Date  | *Ship To   | *PO Qty  | Price    | Merchandise Amount | Status |
|-------|------------|------------|----------|----------|--------------------|--------|
| 1     | 05/23/2014 | ACCOMC AHQ | 100.0000 | 40.96000 | 4,096.00           | Active |

[Add ShipTo Comments](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

**30** From the **Details** tab click on the **Distribution/ChartFields** icon. The **Distributions for Schedule X** page will display.



**Distributions for Schedule 1**

Unit: 50100 Vendor: LL CARTER -003  
 PO ID: NEXT Item: 7503518200 AGGREGATE BASE STONE CLASS I DRY RIP RAP  
 Line: 1 Status: Active  
 Schedule: 1

\*Distribute By: Quantity Schedule Qty: 100.0000  
 Merchandise Amount: 4,096.00 USD  
 Doc. Base Amount: 4,096.00 USD

SpeedChart: [Multi-SpeedCharts](#)

**ChartFields** | Details/Tax | Asset Information | Req Detail | Statuses

| Dist | Status | Percent  | PO Qty   | Merchandise Amount | Currency | GL Unit | Entry Event | *Account | Fund  | Program | Department | Cost Ctr |
|------|--------|----------|----------|--------------------|----------|---------|-------------|----------|-------|---------|------------|----------|
| 1    | Open   | 100.0000 | 100.0000 | 4,096.00           | USD      | 50100   |             | 5012550  | 04100 | 699001  | 10003      | 111200   |

[OK](#) [Cancel](#) [Refresh](#)

**31** Verify or update the accounting distribution.

**32** Click **OK**. The **Schedules** page will display.

**Maintain Purchase Order**  
**Schedules**

Unit: 50100 Vendor: LL CARTER -003 PO Status: Open  
PO ID: NEXT PO Date: 05/22/2014

[Return to Main Page](#)

| Line | Item       | Description                                | PO Qty   | Price    | Merchandise Amt | Status |
|------|------------|--|----------|----------|-----------------|--------|
| 1    | 7503518200 | AGGREGATE BASE, STONE CLASS I, DRY RIP RAP | 100.0000 | 40.96000 | 4,096.00        | Active |

Add ShipTo Comments  
Save Notify Refresh Add Update/Display

**33** Click on the **Return to Main Page** hyperlink. The **Purchase Order** page will display.

**Purchase Order**  
Business Unit: 50100 PO ID: 0001096995 PO Status: Open ☒ ☐  
Copy From:  ☐ Hold From Further Processing

\*PO Date: 05/22/2014 Vendor Search  
Vendor: LL CARTER -003 Vendor Details  
\*Vendor ID: 0000033093 LL Carter & Son Inc  
\*Buyer: CAROLINE.HUDGIN Hudgins, Caroline S. (VDOT)  
PO Reference: Stone  
Web IMS?: ☐

Receipt Status: Not Recvd  
\*Dispatch Method: Print Dispatch  
eVA PO Type: R01 Routine Bill Vendor  
\*eVA Order Method: PRNT  
eVA Interfaced: NSEV  
eVA Dtm:

Header Details Activity Summary  
PO Defaults Document Status  
Requisitions Edit Comments  
PO Activities Add ShipTo Comments

Amount Summary  
Merchandise: 13,513.00  
Freight/Tax/Misc.: 0.00 Calculate  
Total Amount: 13,513.00 USD

Add Items From Catalog Item Search

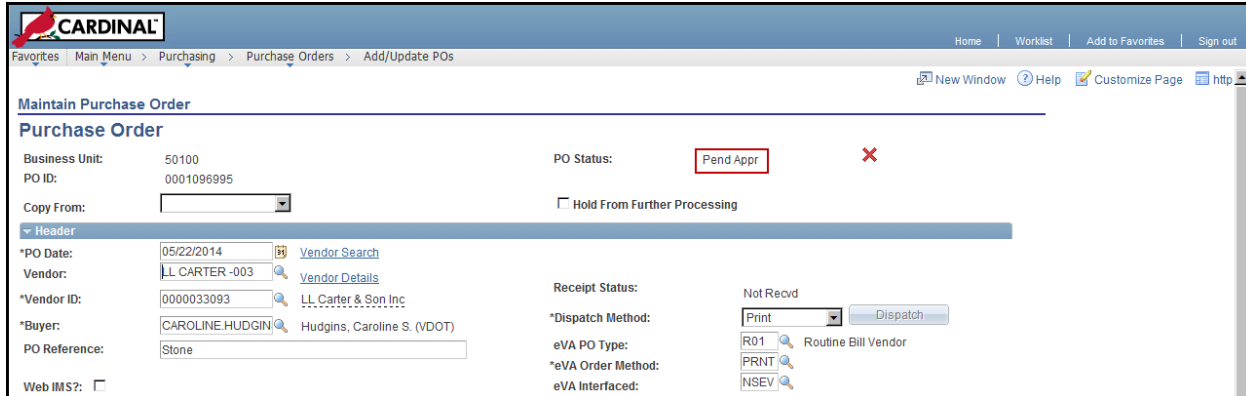
Select Lines To Display  
Line:  To:  Retrieve

| Line | Item       | Description        | PO Qty   | UOM | Category | Price    | Merchandise Amount | Status |
|------|------------|--------------------|----------|-----|----------|----------|--------------------|--------|
| 1    | 7503518200 | AGGREGATE BASE     | 100.0000 | LTN | 7503518  | 40.96000 | 4,096.00           | Open   |
| 2    | 7503532045 | STONE NO. 8, STONE | 100.0000 | LTN | 7503532  | 24.67000 | 2,467.00           | Open   |
| 3    | 7503518200 | AGGREGATE BASE     | 100.0000 | LTN | 7503518  | 34.75000 | 3,475.00           | Open   |
| 4    | 7503551310 | STONE RIP RAP      | 100.0000 | LTN | 7503551  | 34.75000 | 3,475.00           | Open   |

View Approvals Close Short All Lines \*Go to: ... More ...  
Save Return to Search Notify Refresh Add Update/Display

**34** Click **Save**. Cardinal assigns the **PO ID** number when you successfully save the PO.

**35** Click the green **Submit for Approval** check mark.



**Maintain Purchase Order**

**Purchase Order**

Business Unit: 50100  
 PO ID: 0001096995  
 Copy From:

PO Status: **Pend Appr** ✗

☐ Hold From Further Processing

**Header**

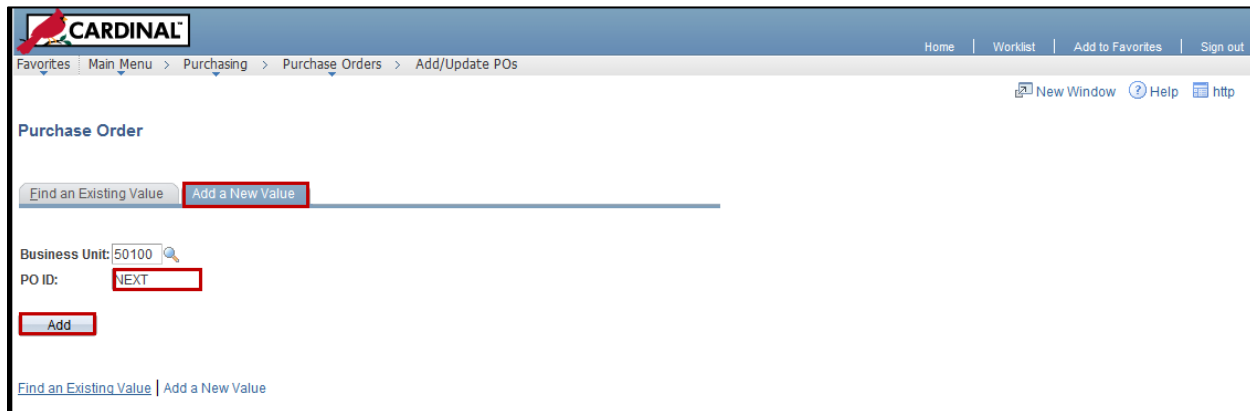
\*PO Date: 05/22/2014 [Vendor Search](#)  
 Vendor: L. CARTER -003 [Vendor Details](#)  
 \*Vendor ID: 0000033093 [LL Carter & Son Inc](#)  
 \*Buyer: CAROLINE HUDGIN [Hudgins, Caroline S. \(VDOT\)](#)  
 PO Reference: Stone

Receipt Status: Not Rec'd  
 \*Dispatch Method:  [Dispatch](#)  
 eVA PO Type: R01 [Routine Bill Vendor](#)  
 \*eVA Order Method: PRNT [PRNT](#)  
 eVA Interfaced: NSEV [NSEV](#)

Web IMS?: ☐

- 36** The green checkmark will disappear and **Pend Appr** will appear. Your supervisor will be notified of the pending approval via email and their worklist.

### Create a PO (1 Item/Line) from a Contract:



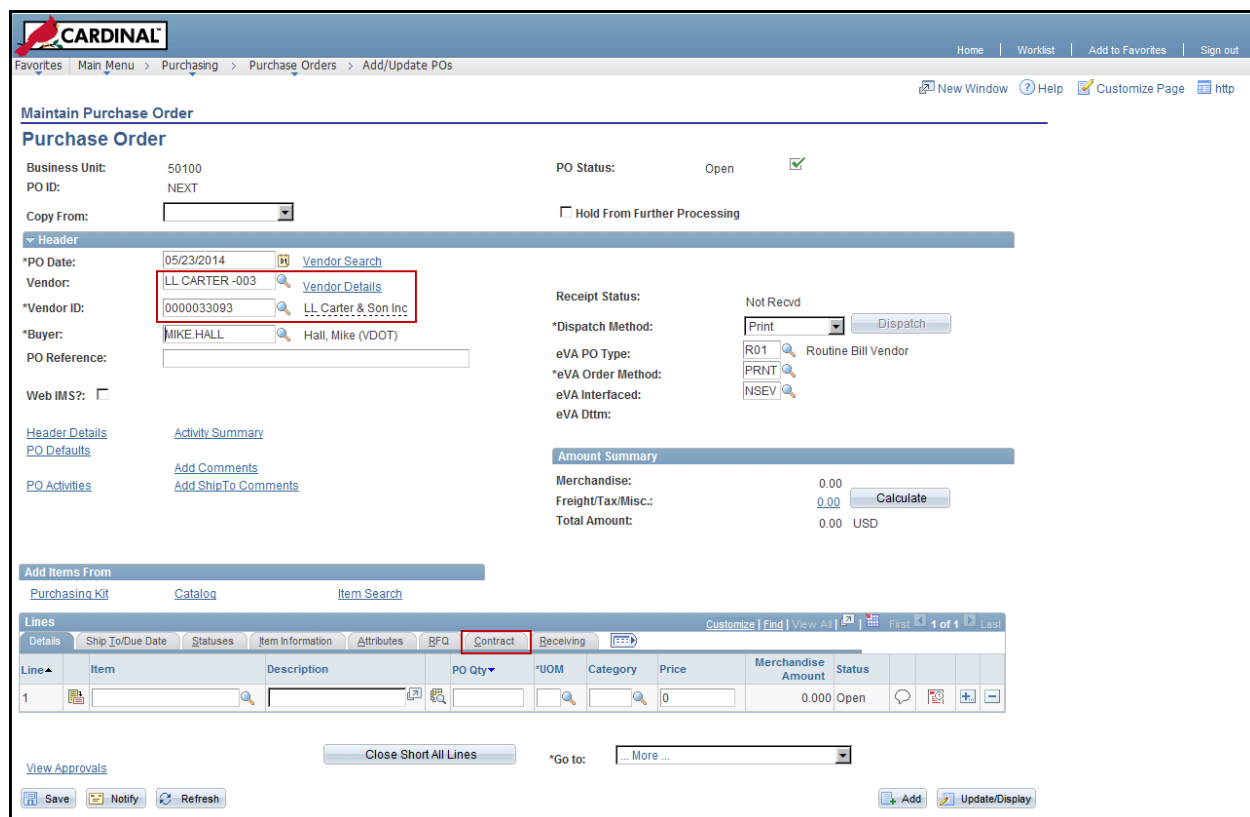
**Purchase Order**

Find an Existing Value **Add a New Value**

Business Unit: 50100  
PO ID: NEXT  
**Add**

Find an Existing Value | Add a New Value

1 Repeat steps 1-3 from above (page 1-2).



**Maintain Purchase Order**

**Purchase Order**

Business Unit: 50100  
PO ID: NEXT  
Copy From:   
PO Status: Open ☒   
☐ Hold From Further Processing

**Header**

\*PO Date: 05/23/2014  
Vendor: LL CARTER -003  
\*Vendor ID: 0000033093  
\*Buyer: MIKE HALL  
PO Reference:   
Web IMS?: ☐

**Receipt Status:** Not Recvd  
\*Dispatch Method: Print  
eVA PO Type: R01 Routine Bill Vendor  
\*eVA Order Method: PRNT  
eVA Interfaced: NSEV  
eVA Dttm:

**Amount Summary**

Merchandise: 0.00  
Freight/Tax/Misc.: 0.00  
Total Amount: 0.00 USD

**Add Items From**

Purchasing Kit Catalog Item Search

**Lines**

| Line | Item | Description | PO Qty | *UOM | Category | Price | Merchandise Amount | Status |
|------|------|-------------|--------|------|----------|-------|--------------------|--------|
| 1    |      |             |        |      |          | 0     | 0.000              | Open   |

**Contract**

View Approvals Close Short All Lines \*Go to: More ...

Save Notify Refresh Add Update/Display

2 Enter the **Vendor** or **Vendor ID**. You can use the magnifying glass icons to search.


3 Click on **Contract** tab.

Add Items From

[Purchasing Kit](#)
[Catalog](#)
[Item Search](#)

Lines


[Details](#)
[Ship To/Due Date](#)
[Statuses](#)
[Item Information](#)
[Attributes](#)
[RFQ](#)
[Contract](#)
[Receiving](#)


| Line | Item  | Description | SetID | Contract ID | Contract Version | Contract Line | Category Line | Release | Milestone Line | GPO ID |
|------|---|-------------|-------|-------------|------------------|---------------|---------------|---------|----------------|--------|
| 1    |  |             | STATE |             |                  |               |               |         |                |        |

[View Approvals](#)

Close Short All Lines


\*Go to:

 Save

 Notify

 Refresh

- 4** Click on **Contract Search** icon. The **Contract Search** page will display.

**CARDINAL**

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

New Window | Help | Customize Page | http

### Contract Search

Search Criteria

SetID:

Contract ID:

Contract Process Option:

Description:

Master Contract ID:

Contract Reference Type:

PO Date:

STATE

00000000000000000000000042566

05/23/2014

Vendor SetID:

Vendor ID:

Item SetID:

Item ID:

Item Description:

Category:

Corporate Contract:

STATE

0000033093

LL Carter & Son Inc

Search

Clear

Contract Details

OK

Cancel

Refresh

- 5 Enter a specific **Contract ID** #, or use magnifying glass icon if necessary.
- 6 Click **Search** to initiate the search for lines related to the selected contract.

**CARDINAL**

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

New Window | Help | Customize Page | http

### Contract Search

**Search Criteria**

SetID: STATE Vendor SetID: STATE  
 Contract ID: 00000000000000000000000042566 Vendor ID: 0000033093 LL Carter & Son Inc  
 Contract Process Option: [Dropdown] Item SetID: STATE  
 Description: [Text] Item ID: [Text]  
 Master Contract ID: [Text] Item Description: [Text]  
 Contract Reference Type: [Dropdown] Category: [Text]  
 PO Date: 05/23/2014 Corporate Contract: [Dropdown]

Search Clear

**Contract Details**

Customize | Find | View All | First 1-4 of 4 Last

| Select                   | Contract ID                   | Contract Version | Contract Reference Type | Category | Item ID    | Item Description                           | Contract Base Price |
|--------------------------|-------------------------------|------------------|-------------------------|----------|------------|--|---------------------|
| <input type="checkbox"/> | 00000000000000000000000042566 | 1                | Line Item               | 7503518  | 7503518200 | AGGREGATE BASE, STONE CLASS I, DRY RIP RAP | 34.75000            |
| <input type="checkbox"/> | 00000000000000000000000042566 | 1                | Line Item               | 7503551  | 7503551310 | STONE RIP RAP CLASS AI                     | 34.75000            |
| <input type="checkbox"/> | 00000000000000000000000042566 | 1                | Line Item               | 7503518  | 7503518200 | AGGREGATE BASE, STONE CLASS I, DRY RIP RAP | 40.96000            |
| <input type="checkbox"/> | 00000000000000000000000042566 | 1                | Line Item               | 7503532  | 7503532045 | STONE NO. 8, STONE                         | 24.67000            |

OK Cancel Refresh

7 The **Item Detail** tab is displayed and contains **Contract ID**, **Item Description** and **Contract Base Price** for each line of the selected contract.

8 Click the **Contract Reference** tab.

**CARDINAL**

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

New Window | Help | Customize Page | http

### Contract Search

**Search Criteria**

SetID: STATE Vendor SetID: STATE  
 Contract ID: 00000000000000000000000042566 Vendor ID: 0000033093 LL Carter & Son Inc  
 Contract Process Option: [Dropdown] Item SetID: STATE  
 Description: [Text] Item ID: [Text]  
 Master Contract ID: [Text] Item Description: [Text]  
 Contract Reference Type: [Dropdown] Category: [Text]  
 PO Date: 05/23/2014 Corporate Contract: [Dropdown]

Search Clear

**Contract Details**

Customize | Find | View All | First 1-4 of 4 Last

| Select                              | Contract ID                   | Contract Version | Category Line Number | Item Line Number | Unit of Measure | Currency | Remaining Quantity | Remaining Amount |
|-------------------------------------|-------------------------------|------------------|----------------------|------------------|-----------------|----------|--------------------|------------------|
| <input type="checkbox"/>            | 00000000000000000000000042566 | 1                |                      | 3                | LTN             | USD      | 0.0000             | 0.000            |
| <input checked="" type="checkbox"/> | 00000000000000000000000042566 | 1                |                      | 4                | LTN             | USD      | 0.0000             | 0.000            |
| <input type="checkbox"/>            | 00000000000000000000000042566 | 1                |                      | 1                | LTN             | USD      | 0.0000             | 0.000            |
| <input type="checkbox"/>            | 00000000000000000000000042566 | 1                |                      | 2                | LTN             | USD      | 0.0000             | 0.000            |

OK Cancel Refresh

9 Each unique contract **Item Line Number** is displayed for the selected contract.

10 Click on the **Select** box for the line you wish to copy. You may repeat the copy steps to copy more lines.

11 Click **OK**. The **Purchase Order** page will display.

## Purchase Order

Business Unit: 50100  
PO ID: NEXT  
Copy From:

PO Status: Open   
☐ Hold From Further Processing

▼ Header

\*PO Date: 05/23/2014 [Vendor Search](#)  
Vendor: LL CARTER -003 [Vendor Details](#)  
\*Vendor ID: 0000033093 LL Carter & Son Inc  
\*Buyer: MIKE HALL Hall, Mike (VDOT)  
PO Reference: Stone

Receipt Status: Not Recvd  
\*Dispatch Method:  [Dispatch](#)  
eVA PO Type: R01 Routine Bill Vendor  
\*eVA Order Method: PRNT   
eVA Interfaced: NSEV   
eVA Dttm:

Web IMS?: ☐

[Header Details](#)  
[PO Defaults](#)  
[PO Activities](#)

[Activity Summary](#)  
[Add Comments](#)  
[Add ShipTo Comments](#)

Amount Summary

Merchandise: 0.35  
Freight/Tax/Misc.: 0.00 [Calculate](#)  
Total Amount: 0.35 USD

Add Items From

[Purchasing Kit](#)  
[Catalog](#)  
[Item Search](#)

Lines

Details Ship To/Due Date Statuses Item Information Attributes BFO Contract Receiving

| Line | Item       | Description   | SetID | Contract ID                  | Contract Version | Contract Line | Category Line        | Release | Milestone Line | Group ID |
|------|------------|---------------|-------|------------------------------|------------------|---------------|----------------------|---------|----------------|----------|
| 1    | 7503551310 | STONE RIP RAP | STATE | 0000000000000000000000042566 | 1                | 4             | <input type="text"/> |         |                |          |

View Approvals

Close Short All Lines

\*Go to:

Save Notify Refresh

**12** On the **Contract** tab you see that the **Line** you selected from the contract has populated your PO.

**13** Click the **Details** tab.

## Purchase Order

Business Unit: 50100  
 PO ID: NEXT

Copy From:

PO Status: Open

☐ Hold From Further Processing

▼ Header

\*PO Date: 05/23/2014 [Vendor Search](#)

Vendor: LL CARTER -003 [Vendor Details](#)

\*Vendor ID: 0000033093 LL Carter & Son Inc

\*Buyer: MIKE HALL Hall, Mike (VDOT)

PO Reference: Stone

Web IMS?: ☐

[Header Details](#)  
[PO Defaults](#)  
[PO Activities](#)

[Activity Summary](#)  
[Add Comments](#)  
[Add ShipTo Comments](#)

Receipt Status: Not Recvd

\*Dispatch Method:  [Dispatch](#)

eVA PO Type: R01 Routine Bill Vendor

\*eVA Order Method: PRINT

eVA Interfaced: NSEV

eVA Dttm:

Amount Summary

Merchandise: 4,343.75

Freight/Tax/Misc.: 0.00 [Calculate](#)

Total Amount: 4,343.75 USD

Add Items From:

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

Details | Ship To/Due Date | Statuses | Item Information | Attributes | BQ | Contract | Beveling | [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

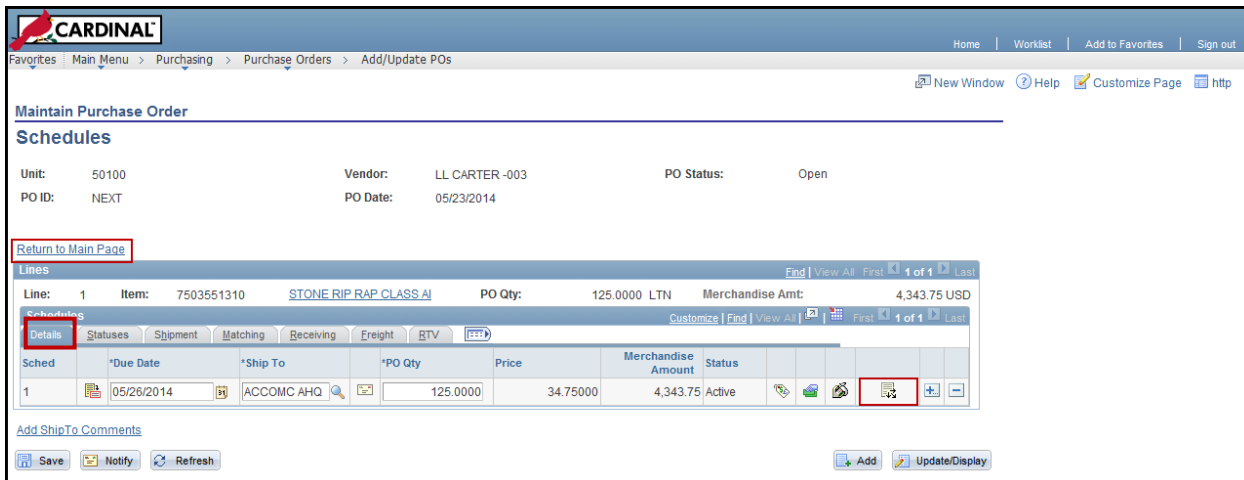
| Line | Item       | Description   | PO Qty   | UOM | Category | Price    | Merchandise Amount | Status |  |  |  |
|------|------------|---------------|----------|-----|----------|----------|--------------------|--------|--|--|--|
| 1    | 7503551310 | STONE RIP RAP | 125.0000 | LTN | 7503551  | 34.75000 | 4,343.75           | Open   |  |  |  |

[View Approvals](#) [Close Short All Lines](#) \*Go to:

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

**14** On the **Details** tab enter the **PO Qty** (quantity) desired for this PO.

**15** Click on the **Schedule** icon. The **Maintain Purchase Order - Schedules** page displays.



**Return to Main Page**

Unit: 50100 Vendor: LL CARTER -003 PO Status: Open  
PO ID: NEXT PO Date: 05/23/2014

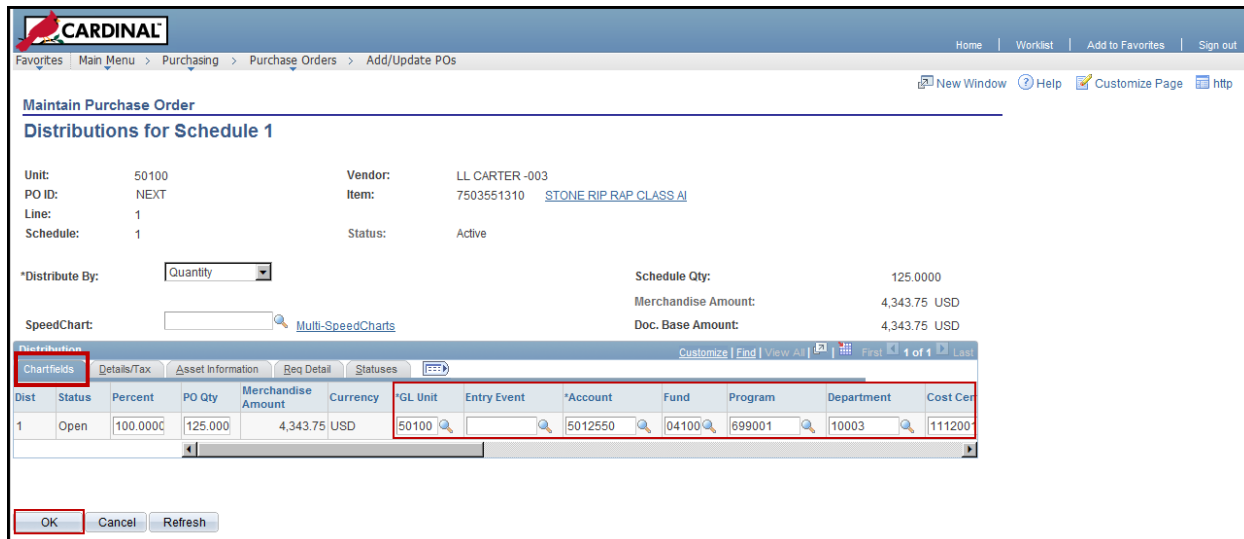
| Line | Item                             | PO Qty       | Merchandise Amt |
|------|----------------------------------|--------------|-----------------|
| 1    | 7503551310 STONE RIP RAP CLASS A | 125.0000 LTN | 4,343.75 USD    |

**Details** | Schedules | Shipment | Matching | Receiving | Freight | RTV

| Sched | *Due Date  | *Ship To   | *PO Qty  | Price    | Merchandise Amount | Status |
|-------|------------|------------|----------|----------|--------------------|--------|
| 1     | 05/26/2014 | ACCOMC AHQ | 125.0000 | 34.75000 | 4,343.75           | Active |

**Distribution**

- 16** From the **Details** tab on the **Schedules** page click the **Distribution** icon. The **Maintain Purchase Order – Distributions for Schedule X** page displays.



Unit: 50100 Vendor: LL CARTER -003  
PO ID: NEXT Item: 7503551310 STONE RIP RAP CLASS A  
Line: 1  
Schedule: 1 Status: Active

\*Distribute By: Quantity Schedule Qty: 125.0000  
Merchandise Amount: 4,343.75 USD  
Doc. Base Amount: 4,343.75 USD

SpeedChart: Multi-SpeedCharts

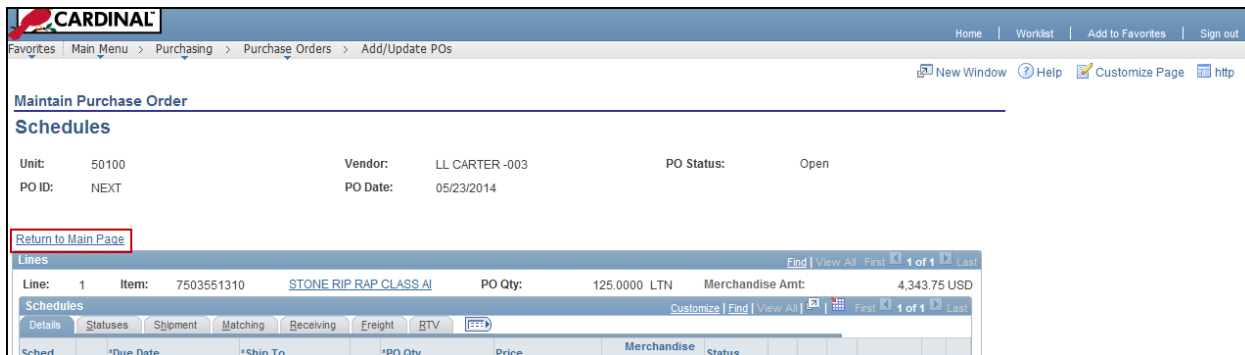
**Chartfields** | Details/Tax | Asset Information | Req Detail | Statuses

| Dist | Status | Percent  | PO Qty  | Merchandise Amount | Currency | *GL Unit | Entry Event | *Account | Fund  | Program | Department | Cost Ctr |
|------|--------|----------|---------|--------------------|----------|----------|-------------|----------|-------|---------|------------|----------|
| 1    | Open   | 100.0000 | 125.000 | 4,343.75           | USD      | 50100    |             | 5012550  | 04100 | 699001  | 10003      | 111200   |

**OK** | Cancel | Refresh

- 17** On the **Chartfields** tab enter the valid chart of accounts values. A **Schedule** may have one or more ChartField distributions. ChartField values identify the accounting distribution. The insertion of valid **Account**, **Department**, **Cost Center** or **Project** values is required. You can manually enter a ChartField value, or you may use the **Multi-SpeedCharts** hyperlink to select a **SpeedChart** value to automatically populate some of the ChartField values for you.
- 18** You may insert, or delete, additional accounting distributions, by scrolling right and clicking on the **+** / **-** icons at the end of the accounting distribution line.
- 19** Click **OK**. You will return to the **Maintain Purchase Order - Schedules** page.

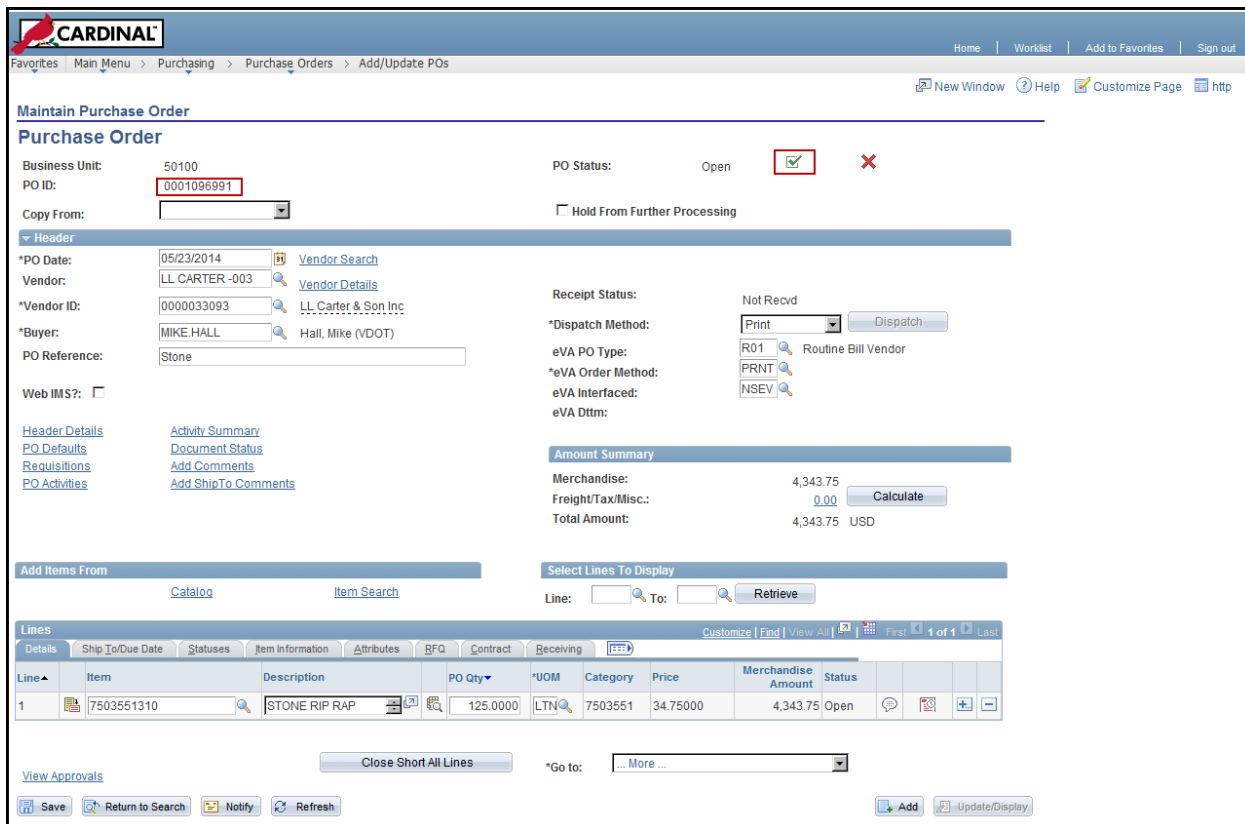




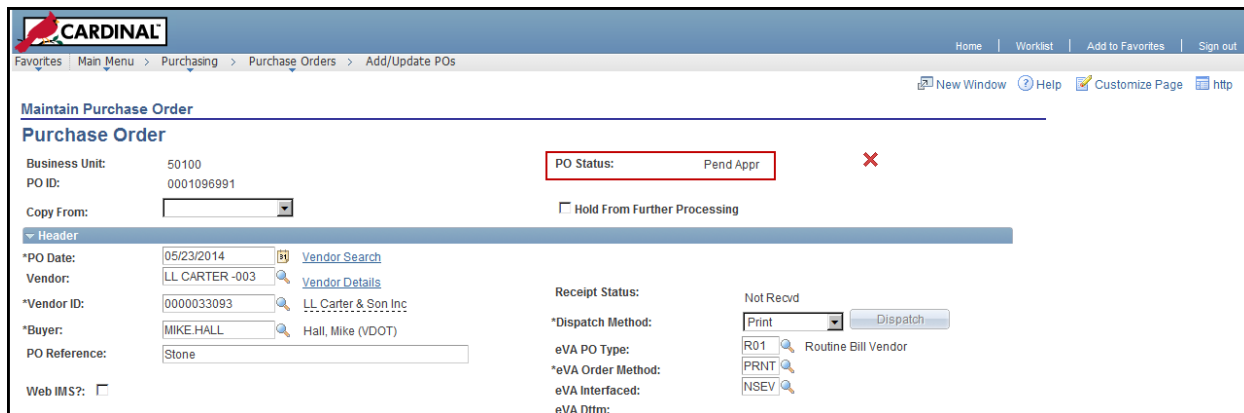
- 20 Click on the **Return to Main Page** hyperlink. The **Maintain Purchase Order – Purchase Order** page displays.



- 21 Click **Save**.

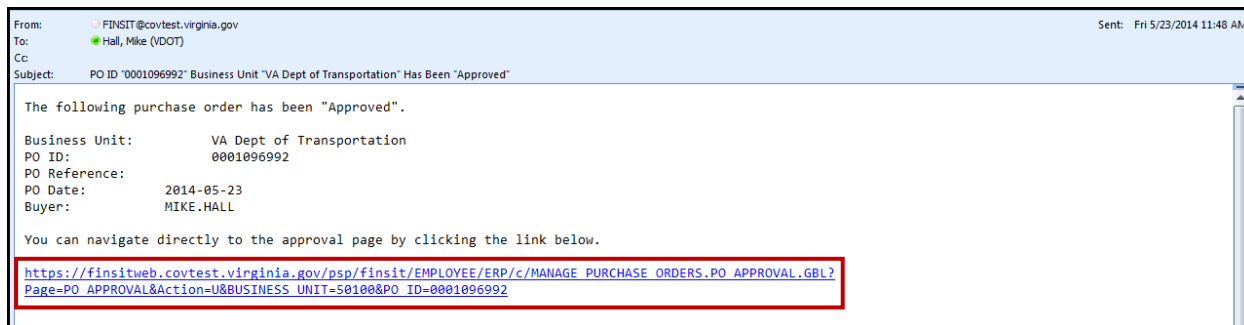


- 22 Cardinal assigns a **PO ID** number upon save.
- 23 Click on the **PO Submit for Approval** checkbox (the green checkmark) which is next to the **PO Status** field, to send it forward for approval by your supervisor.

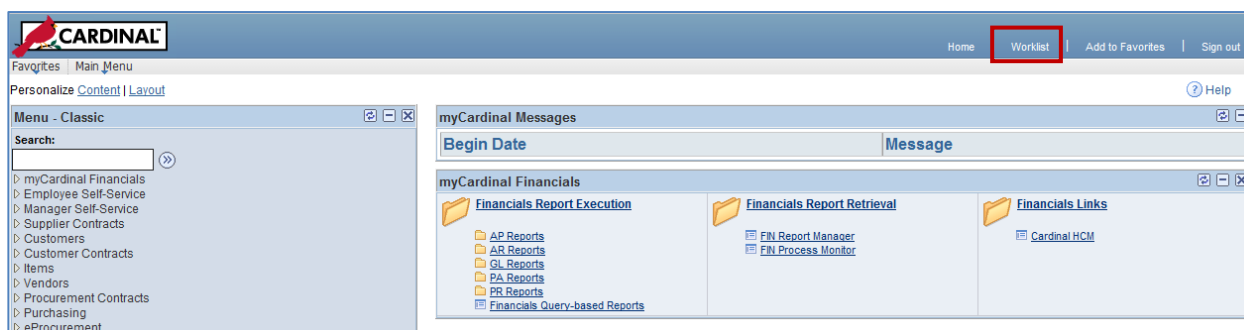


**24** The **PO Status** changes to **Pend Appr**, i.e., pending approval, and your supervisor is notified via email and worklist.

**25** Scroll down and click on **View Approvals** hyperlink to view the pending and completed approval actions.

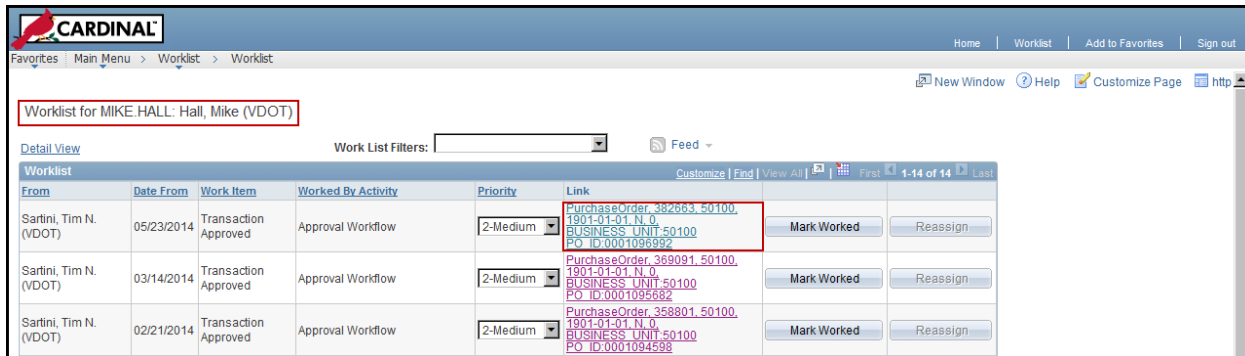


**26** Upon approval, the Buyer receives an email and can navigate to the PO from the hyperlink. Once approved the PO is ready to be dispatched. POs are dispatched automatically in batch periodically throughout the day, or the Buyer may choose to dispatch it manually.



**27** The Buyer may also access the PO to dispatch it from the **Home** page.

**28** Click on **Worklist**.

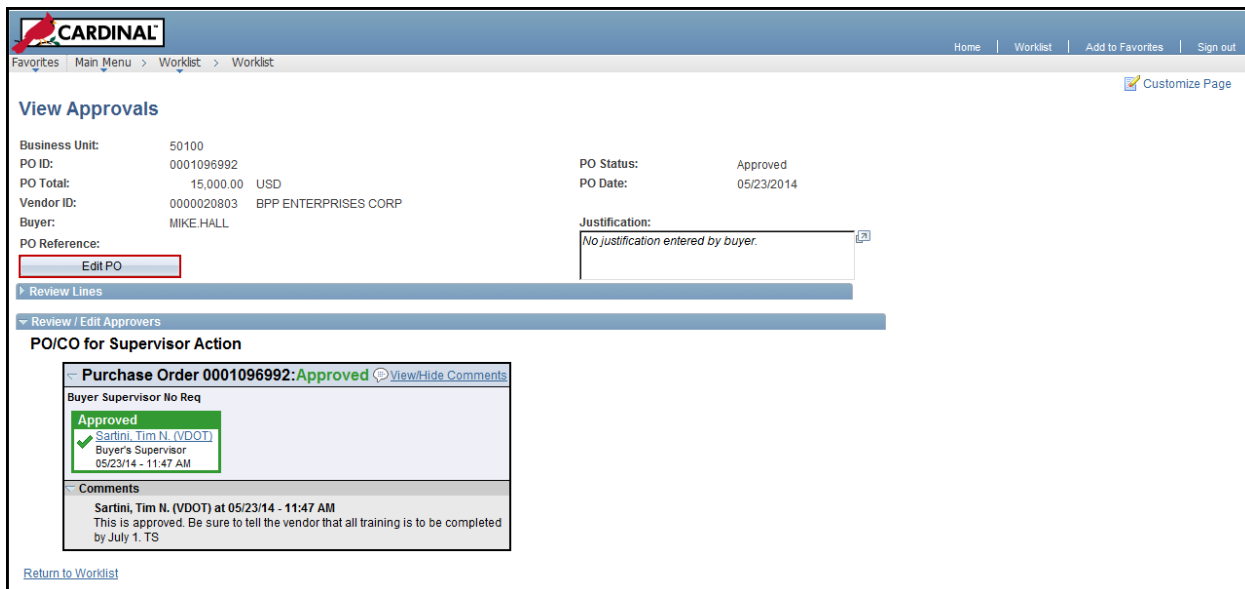


Worklist for MIKE HALL: Hall, Mike (VDOT)

Detail View Work List Filters: [ ] Feed

| From                   | Date From  | Work Item            | Worked By Activity | Priority | Link   |             |          |
|------------------------|------------|----------------------|--------------------|----------|--|-------------|----------|
| Sartini, Tim N. (VDOT) | 05/23/2014 | Transaction Approved | Approval Workflow  | 2-Medium | <a href="#">PurchaseOrder 382663.50100</a><br><a href="#">1901-01-01 N.O.</a><br><a href="#">BUSINESS UNIT-50100</a><br><a href="#">PO ID:0001096992</a> | Mark Worked | Reassign |
| Sartini, Tim N. (VDOT) | 03/14/2014 | Transaction Approved | Approval Workflow  | 2-Medium | <a href="#">PurchaseOrder 369091.50100</a><br><a href="#">1901-01-01 N.O.</a><br><a href="#">BUSINESS UNIT-50100</a><br><a href="#">PO ID:0001096982</a> | Mark Worked | Reassign |
| Sartini, Tim N. (VDOT) | 02/21/2014 | Transaction Approved | Approval Workflow  | 2-Medium | <a href="#">PurchaseOrder 358801.50100</a><br><a href="#">1901-01-01 N.O.</a><br><a href="#">BUSINESS UNIT-50100</a><br><a href="#">PO ID:0001094599</a> | Mark Worked | Reassign |

**29** From the **Worklist for XXX** page click on the **Link**, i.e., purchase order hyperlink, for the PO you wish to dispatch manually. The **View Approvals** page will display.



View Approvals

Business Unit: 50100  
PO ID: 0001096992  
PO Total: 15,000.00 USD  
Vendor ID: 0000020803 BPP ENTERPRISES CORP  
Buyer: MIKE HALL  
PO Reference: [ ]  
[Edit PO](#)

PO Status: Approved  
PO Date: 05/23/2014  
Justification: No justification entered by buyer.

[Review Lines](#)

[Review / Edit Approvers](#)

**PO/CO for Supervisor Action**

**Purchase Order 0001096992: Approved** [View/Hide Comments](#)

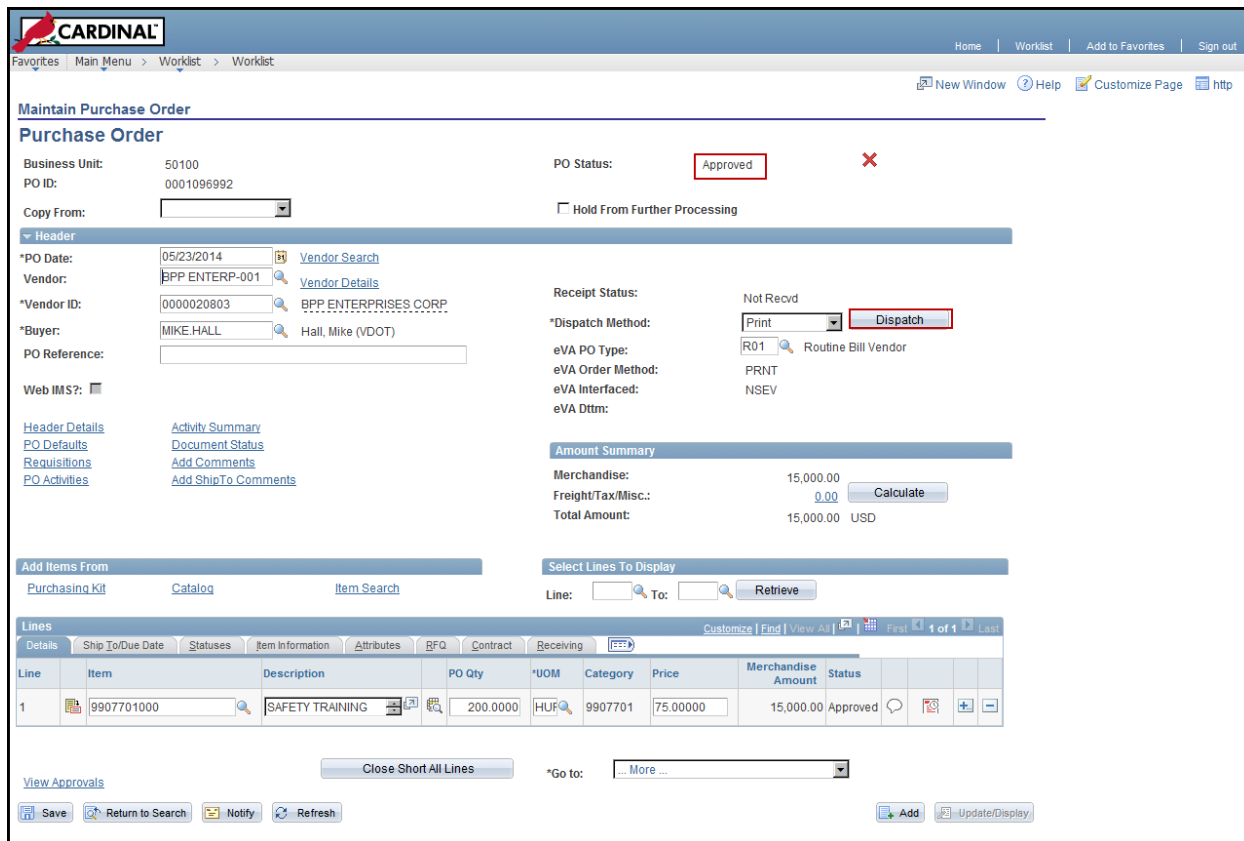
Buyer Supervisor No Req

**Approved**  
Sartini, Tim N. (VDOT)  
Buyer's Supervisor  
05/23/14 - 11:47 AM

**Comments**  
Sartini, Tim N. (VDOT) at 05/23/14 - 11:47 AM  
This is approved. Be sure to tell the vendor that all training is to be completed by July 1. TS

[Return to Worklist](#)

**30** Click on the **Edit PO** button. The **Maintain Purchase Order – Purchase Order** page is displayed.



**Maintain Purchase Order**

**Purchase Order**

Business Unit: 50100  
PO ID: 0001096992  
Copy From: [Dropdown]  
PO Status: **Approved** ✖  
☐ Hold From Further Processing

**Header**

\*PO Date: 05/23/2014 [Vendor Search](#)  
Vendor: BPP ENTERP-001 [Vendor Details](#)  
\*Vendor ID: 0000020803 [BPP ENTERPRISES CORP.](#)  
\*Buyer: MIKE HALL [Hall, Mike \(VDOT\)](#)  
PO Reference: [Text Box]  
Web IMS?: ☐

[Header Details](#) [Activity Summary](#)  
[PO Defaults](#) [Document Status](#)  
[Requisitions](#) [Add Comments](#)  
[PO Activities](#) [Add ShipTo Comments](#)

**Receipt Status:** Not Recvd  
\*Dispatch Method: **Print** Dispatch  
eVA PO Type: R01 [Routine Bill Vendor](#)  
eVA Order Method: PRNT  
eVA Interfaced: NSEV  
eVA Dttm: [Text Box]

**Amount Summary**

Merchandise: 15,000.00  
Freight/Tax/Misc.: 0.00 Calculate  
Total Amount: 15,000.00 USD

**Add Items From**  
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

**Select Lines To Display**  
Line: [Text Box] To: [Text Box] Retrieve

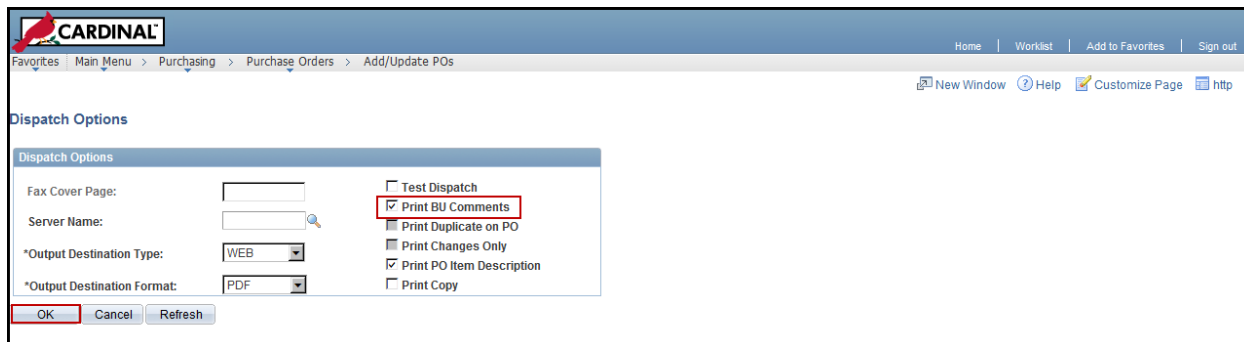
| Line | Item       | Description     | PO Qty   | *UOM | Category | Price    | Merchandise Amount | Status   |
|------|------------|-----------------|----------|------|----------|----------|--------------------|----------|
| 1    | 9907701000 | SAFETY TRAINING | 200.0000 | HUF  | 9907701  | 75.00000 | 15,000.00          | Approved |

[View Approvals](#) Close Short All Lines \*Go to: More ...

Save Return to Search Notify Refresh Add Update/Display

**31** The **Maintain Purchase Order – Purchase Order** page displays the **PO Status** of **Approved**.

**32** The **Dispatch Method** defaults to **Print**. Click on the **Dispatch** button. The **Dispatch Options** page displays.



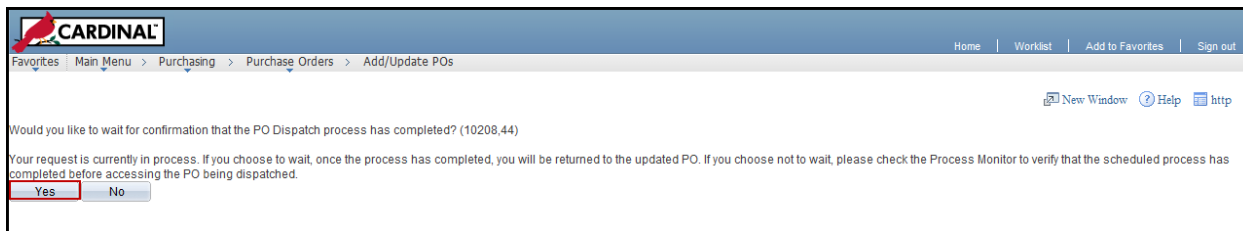
**Dispatch Options**

Fax Cover Page: [Text Box] ☐ Test Dispatch  
Server Name: [Text Box] ☒ **Print BU Comments**  
\*Output Destination Type: **WEB** ☐ Print Duplicate on PO  
\*Output Destination Format: **PDF** ☐ Print Changes Only  
☒ Print PO Item Description  
☐ Print Copy

OK Cancel Refresh

**33** Check **Print BU Comments** to display line and header comments, to include eVA terms and conditions.

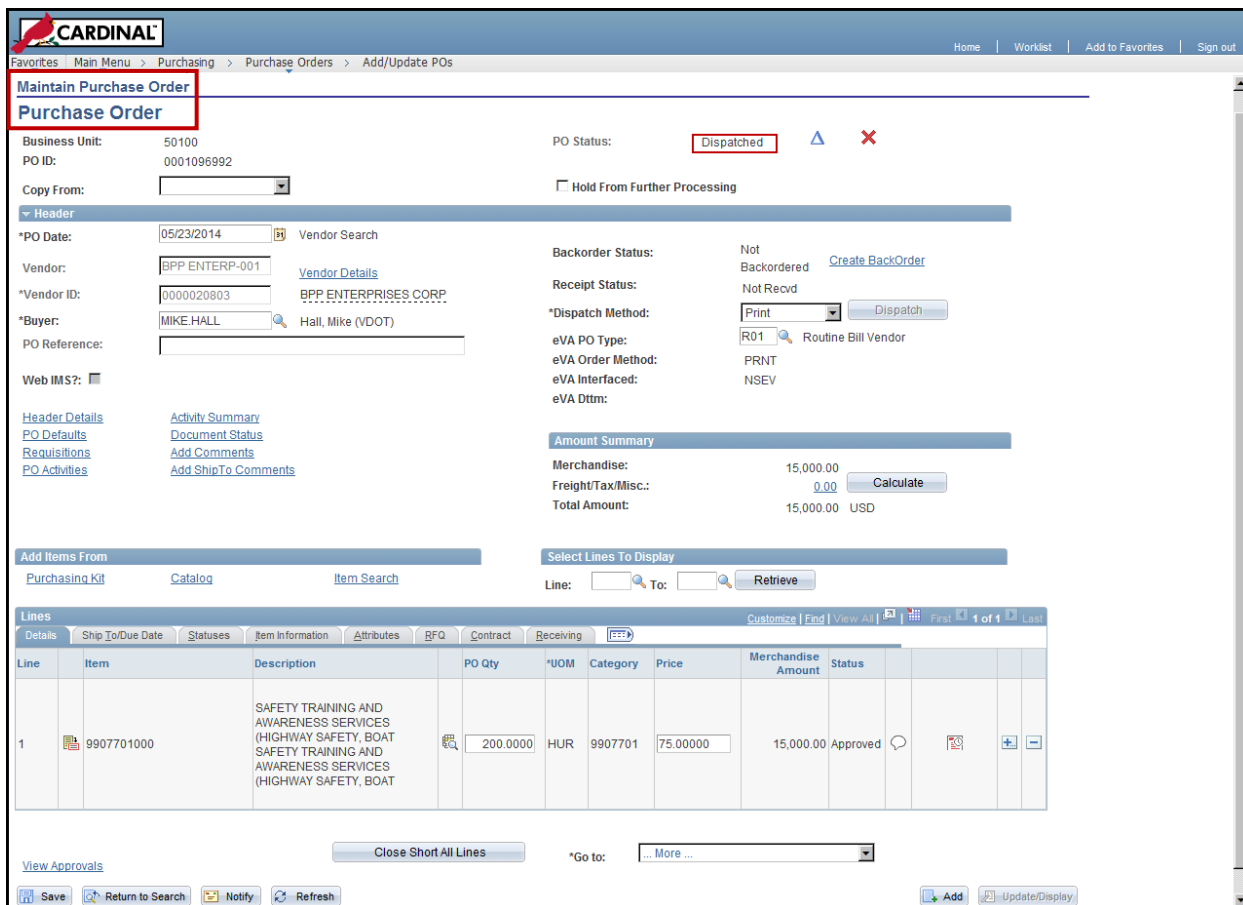
**34** Click **OK**.



Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the PO being dispatched.

- 35** A pop-up message regarding waiting for confirmation will be displayed. Click **Yes**. Once the PO Dispatch process has completed the **Maintain Purchase Order – Purchase Order** page will display.



**Maintain Purchase Order**  
**Purchase Order**

Business Unit: 50100 PO ID: 0001096992 PO Status: **Dispatched**

Copy From:  ☐ Hold From Further Processing

**Header**

\*PO Date: 05/23/2014 Vendor Search  
Vendor: BPP ENTERP-001 Vendor Details  
\*Vendor ID: 0000020803 BPP ENTERPRISES CORP.  
\*Buyer: MIKE HALL Hall, Mike (VDOT)  
PO Reference:

Web IMS?: ☐

Header Details: [Activity Summary](#)  
[PO Defaults](#) [Document Status](#)  
[Requisitions](#) [Add Comments](#)  
[PO Activities](#) [Add ShipTo Comments](#)

Backorder Status: Not Backordered [Create BackOrder](#)  
Receipt Status: Not Recvd  
\*Dispatch Method:    
eVA PO Type: R01 Routine Bill Vendor  
eVA Order Method: PRNT  
eVA Interfaced: NSEV  
eVA Dtm:

**Amount Summary**

Merchandise: 15,000.00  
Freight/Tax/Misc.: 0.00   
Total Amount: 15,000.00 USD

Add Items From: [Purchasing Kit](#) [Catalog](#) [Item Search](#)

Select Lines To Display  
Line:  To:

| Line | Item       | Description   | PO Qty   | *UOM | Category | Price    | Merchandise Amount | Status   |
|------|------------|---|----------|------|----------|----------|--------------------|----------|
| 1    | 9907701000 | SAFETY TRAINING AND AWARENESS SERVICES (HIGHWAY SAFETY, BOAT SAFETY TRAINING AND AWARENESS SERVICES (HIGHWAY SAFETY, BOAT | 200.0000 | HUR  | 9907701  | 75.00000 | 15,000.00          | Approved |

View Approvals  \*Go to:

- 36** The **PO Status** is updated to **Dispatched**.
- 37** A dispatched PO flows to eVA for reporting purposes. If the vendor is set up in eVA as URL dispatch, the PO is sent electronically to the vendor. If not, the Buyer should print the PO and send it to the vendor.

### PO Helpful Hints:

For more detailed information on how to create, maintain, modify (change orders), reconcile / close, and review POs please refer to the course titled **501 PR344 Processing POs**.

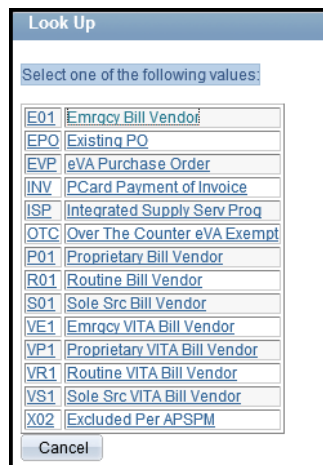
### PO Defaults:

**eVA Order Method** = The PO is delivered to the vendor based on preferences set up in eVA. You will not have access to make any changes. Field values include:

- **Vendor is Exception:** Most government type vendors are set up with an eVA preferred order method of exception, which keeps the Cardinal PO from being interfaced to eVA.
- **Vendor is URL:** Vendors register in eVA to receive electronic POs. URL is a Uniform Resource Locator, used as an address on the World Wide Web.
- **Vendor is Print:** The buyer needs to send the PO to the vendor manually (fax, email, etc).

**eVA PO Type** = eVA fee billing method:

|            |                              |
|------------|------------------------------|
| <b>E01</b> | Emergency Bill Vendor        |
| <b>EPO</b> | Existing PO                  |
| <b>EVP</b> | eVA Purchase Order           |
| <b>P01</b> | Proprietary Bill Vendor      |
| <b>R01</b> | Routine Bill Vendor          |
| <b>S01</b> | Sole Source Bill Vendor      |
| <b>VE1</b> | Emergency VITA Bill Vendor   |
| <b>VP1</b> | Proprietary VITA Bill Vendor |
| <b>VR1</b> | Routine VITA Bill Vendor     |
| <b>VS1</b> | Sole Source VITA Bill Vendor |
| <b>X02</b> | Excluded Per APSPM           |



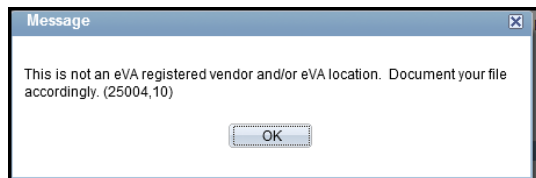
Look Up

Select one of the following values:

|     |                              |
|-----|------------------------------|
| E01 | Emergency Bill Vendor        |
| EPO | Existing PO                  |
| EVP | eVA Purchase Order           |
| INV | PCard Payment of Invoice     |
| ISP | Integrated Supply Serv Prog  |
| OTC | Over The Counter eVA Exempt  |
| P01 | Proprietary Bill Vendor      |
| R01 | Routine Bill Vendor          |
| S01 | Sole Src Bill Vendor         |
| VE1 | Emergency VITA Bill Vendor   |
| VP1 | Proprietary VITA Bill Vendor |
| VR1 | Routine VITA Bill Vendor     |
| VS1 | Sole Src VITA Bill Vendor    |
| X02 | Excluded Per APSPM           |

Cancel

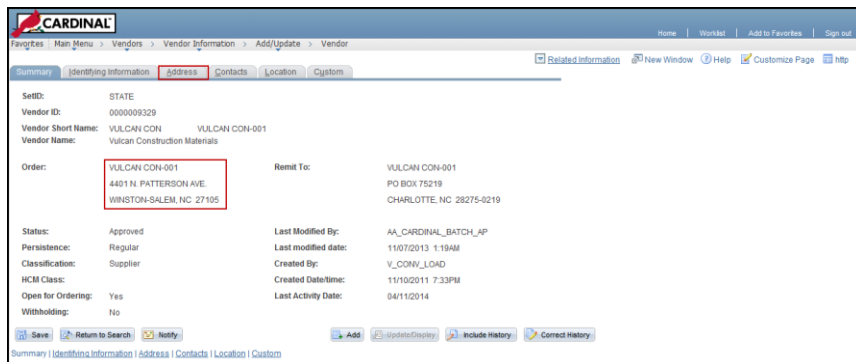
### Vendors:



Message

This is not an eVA registered vendor and/or eVA location. Document your file accordingly. (25004,10)

OK



**CARDINAL**

Favorites | Main Menu | Vendors | Vendor Information | Add/Update | Vendor

Summary | Identifying Information | Address | Contacts | Location | Custom

SetId: STATE

Vendor ID: 0000009329

Vendor Short Name: VULCAN CON VULCAN CON-001

Vendor Name: Vulcan Construction Materials

Order: VULCAN CON-001  
4401 N PATTERSON AVE  
WINSTON-SALEM, NC 27105

Remit To: VULCAN CON-001  
PO BOX 76219  
CHARLOTTE, NC 28275-0219

Status: Approved

Persistence: Regular

Classification: Supplier

HCM Class:

Open for Ordering: Yes

Withholding: No

Last Modified By: AA\_CARDINAL\_BATCH\_AP

Last modified date: 11/07/2013 1:19AM

Created By: V\_CONV\_LOAD

Created Date/Time: 11/10/2011 7:33PM

Last Activity Date: 04/11/2014

Save | Return to Search | Notify | Add | Update/Display | Include History | Correct History

Summary | Identifying Information | Address | Contacts | Location | Custom

- If this message is displayed the selected vendor must be changed:

- Vendor information is electronically transmitted from eVA into Cardinal. It is important to ensure that the eVA vendor and ordering address are correct on the PO.

- 1 Before creating a PO you may wish to verify a vendor, address or other information for your new PO. To review the vendor information navigate using the following path:

**Main Menu > Vendor > Vendor Information > Add/Update > Vendor**

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

### Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

SetID: = STATE

Vendor ID: contains 9329

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

Financial Sanctions Status: =

☐ Include History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

### Search Results

View All First 1-56 of 56 Last

| SetID | Vendor ID  | Persistence | Short Vendor Name | Our Customer Number | Name 1                         |
|-------|------------|-------------|-------------------|---------------------|--------------------------------|
| STATE | 0000009329 | Regular     | VULCAN CON-001    | (blank)             | Vulcan Construction Materials  |
| STATE | 0000019329 | Regular     | PW DUNNE -003     | (blank)             | PW Dunne & Associates LLC      |
| STATE | 0000029329 | Regular     | VIRGINIA C-014    | (blank)             | Virginia Cable Specialties Inc |

- 2 Search for the vendor you wish to review.
- 3 Click on the **Vendor ID** hyperlink.

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Summary | **Identifying Information** | Address | Contacts | Location | Custom

SetID: STATE  
 Vendor ID: 000009329  
 Vendor Short Name: VULCAN CON VULCAN CON-001  
 Vendor Name: Vulcan Construction Materials

Order: **VULCAN CON-001**  
 4401 N. PATTERSON AVE.  
 WINSTON-SALEM, NC 27105

Remit To: VULCAN CON-001  
 PO BOX 75219  
 CHARLOTTE, NC 28275-0219

Status: Approved  
 Persistence: Regular  
 Classification: Supplier  
 HCM Class:  
 Open for Ordering: Yes  
 Withholding: No

Last Modified By: AA\_CARDINAL\_BATCH\_AP  
 Last modified date: 05/24/2016 1:28AM  
 Created By: V\_CONV\_LOAD  
 Created Date/time: 11/10/2011 7:33PM  
 Last Activity Date: 07/29/2016

Save Return to Search Previous in List Next in List Notify Update/Display

Summary | Identifying Information | Address | Contacts | Location | Custom

4 The default ordering address is displayed on the **Summary** tab.

5 Select the **Identifying Information** tab.

CARDINAL

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Summary | **Identifying Information** | Address | Contacts | Location | Custom

SetID: STATE  
 Vendor ID: 0000033093  
 \*Vendor Short Name: LL CARTER LL CARTER -003  
 \*Classification: Supplier  
 HCM Class:  
 \*Persistence: Regular  
 \*Vendor Status: Approved

\*Vendor Name 1: LL Carter & Son Inc  
 Vendor Name 2:  
☐ Withholding  
☒ Open For Ordering

Check for Duplicate

Attachments (0)  
 Expand All Collapse All

Vendor Relationships  
☐ Corporate Vendor  
 Corporate SetID: STATE  
 Corporate Vendor ID: 0000033093  
 InterUnit Vendor ID: LL Carter & Son Inc  
☐ InterUnit Vendor

Create Bill-To Customer  
☐ Create Bill To Customer

Duplicate Invoice Settings  
**Government Classifications**  
 Standard Industry Codes  
 Additional Reporting Elements  
 Financial Sanctions Status  
 Comments

Expand All Collapse All

Save Return to Search Notify Add Update/Display Include History Correct History

Summary | Identifying Information | Address | Contacts | Location | Custom

6 To view the vendor's Virginia Department of Minority & Business Enterprise (**VDMBE**) classification, click the arrow next to the **Government Classifications** section to expand the section.



Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Related Information | New Window

Summary | **Identifying Information** | Address | Contacts | Location | Custom

SetID: STATE Vendor Name 1: LL Carter & Son Inc  
 Vendor ID: 0000033093 Vendor Name 2:  
 Vendor Short Name: LL CARTER LL CARTER -003 ☐ Withholding  
 Classification: Supplier  ☒ Open For Ordering  
 HCM Class:  
 Persistence: Regular  
 Vendor Status: Approved

Attachments (0)

**Vendor Relationships**

☐ Corporate Vendor ☐ InterUnit Vendor  
 Corporate SetID: STATE InterUnit Vendor ID:  
 Corporate Vendor ID: 0000033093 LL Carter & Son Inc

**Create Bill-To Customer**

☐ Create Bill To Customer

**Duplicate Invoice Settings**

**Government Classifications**

EEO Certification Date: ☐ HUB Zone

**Government Sources** Find | View All First 1 of 1 Last

**Certification Source:** VDBME Virginia Dept of Minority & Business Enterprise

**Government Classifications** Find | View All First 1 of 1 Last

Effective Date: 04/20/2016 Certification Number: 654919  
 Certificate Begin Date: 04/12/2016 Certificate Expiration: 04/12/2019  
**Government Classification:** S Small Business

**Standard Industry Codes**  
**Additional Reporting Elements**  
**Financial Sanctions Status**  
**Comments**

7 In this example, the **Certification Source** of VDBME with the **Government Classification** is **Small Business (S)** is noted.

8 Select the **Address** tab.

Favorites Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Summary Identifying Information **Address** Contacts Location Custom

SetID: STATE [Vendor Address Search](#)

Vendor ID: 0000009329 Short Vendor Name: VULCAN CON-001 Name: Vulcan Construction Materials

**Vendor Address** Find | View All | First 1 of 26 Last

Address ID: 1

Description: Address Type: Withholding

**Details** Find | View All | First 1 of 1 Last

Effective Date: 09/29/2012 Effective Status: Active

Country: USA United States Preferred Order Method

Address 1: 3001 Alcoa Hwy

Address 2:

eVA VLIN:

eVA Address ID:

City: Knoxville

County: Postal: 37920

State: TN Tennessee

Email ID:

eVA Registration Type eVA Vendor Code

☐ Accepts Procurement Card as payment method Card Type

**Payment/Withholding Alt Names**

**Phone Information** Customize | Find | View All | First 1 of 1 Last

| Type           | Location | Prefix | Telephone | Extension |
|----------------|----------|--------|-----------|-----------|
| Business Phone |          |        |           |           |

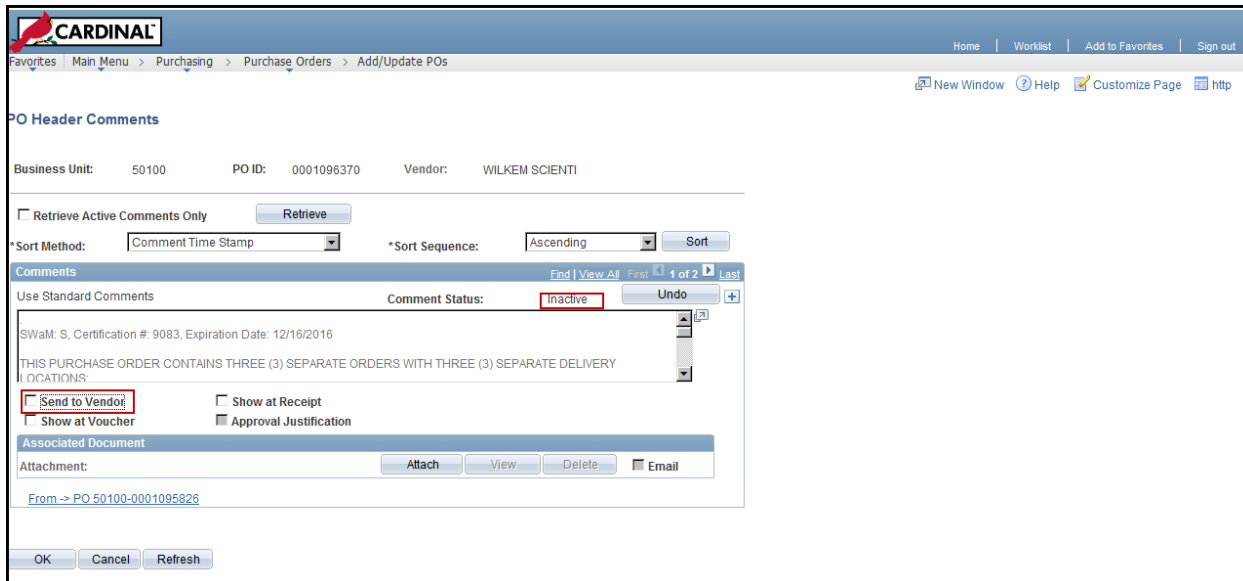
- 9 There are 26 available addresses. Using the left and right arrows you can scroll through the addresses to find the proper ordering address for your PO. Or, by selecting **View All** you can see all the addresses stacked on the page and use the page scroll bar to view them.
- 10 Take note of the **Address ID** number for the address you wish to use on your PO.

### Virginia Distribution Center (VDC) Purchase Orders:

- **Vendor ID** #0000031103 Department of General Services – Surplus
- Select address # 9 from the **Vendor Details** hyperlink.
- Enter the VDC item number in the line **Manufacturer's Item ID** field.
- To add the VDC item to a dispatched PO, a change order must be created.

### PO Comments:

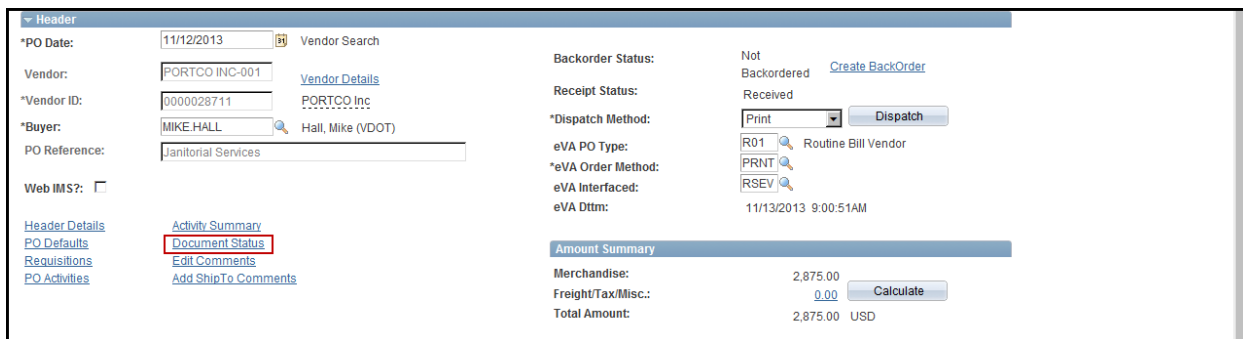
- Check **Send to Vendor** box for comments to print on the PO.



The screenshot shows the 'PO Header Comments' form in the CARDINAL system. The form is for Business Unit 50100, PO ID 0001096370, and Vendor WILKEM SCIENTI. It includes a 'Retrieve' button and a 'Sort Method' dropdown set to 'Comment Time Stamp'. The 'Comments' section shows a list of comments, with the first comment selected. The 'Comment Status' is 'Inactive'. The 'Send to Vendor' checkbox is checked. The 'Associated Document' section shows an attachment from PO 50100-0001095826. The form also includes buttons for 'OK', 'Cancel', and 'Refresh'.

- Uncheck any **Inactive Comments** or other comments that you do not want to print to PO.

### Related Documents:



The screenshot shows the 'PO Header' form in the CARDINAL system. The form displays various fields for PO details, including PO Date (11/12/2013), Vendor (PORTCO INC-001), PO ID (0000028711), Buyer (MIKE HALL), and PO Reference (Janitorial Services). It also shows the Backorder Status (Not Backordered), Receipt Status (Received), and Dispatch Method (Print). The 'Amount Summary' section shows Merchandise (2,875.00), Freight/Tax/Misc. (0.00), and Total Amount (2,875.00 USD). The 'Document Status' hyperlink is highlighted in red.

- Click on the **Document Status** hyperlink to view all related documents, i.e., requisitions, strategic sourcing events, contracts, receipts, vouchers & payments.